CASIO

CASIO COMPUTER CO., LTD.
6-1, Nishi-Shinjuku 2-chome
Shinjuku-ku, Tokyo 163, Japan

MO0221C 英仏中 Printed in Taiwan/Imprimé à Taïwan

SF-5100/SF-5300

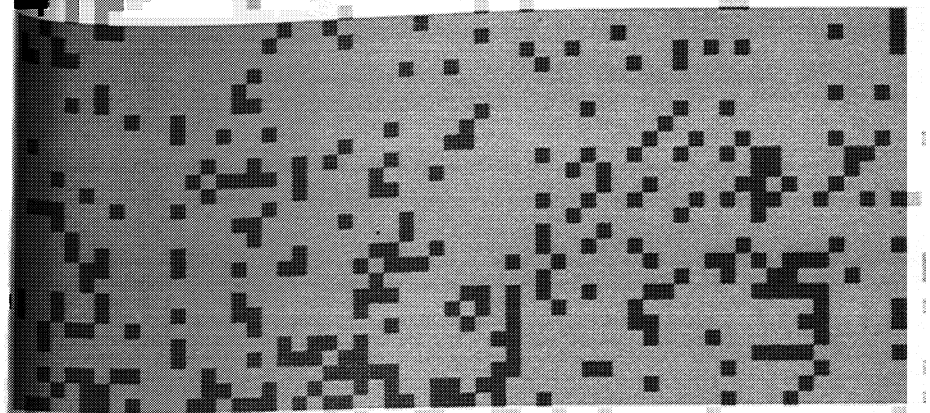
OWNER'S MANUAL
MANUEL DE L'UTILISATEUR
操作説明書

CASIO

DIGITAL DIARY

# SF-5100
# SF-5300

## OWNER'S MANUAL
## MANUEL DE L'UTILISATEUR
## 操作説明書



英仏中

CASIO

# ENGLISH

- CASIO COMPUTER CO., LTD. assumes no responsibility for any damage or loss resulting from the use of this manual.
- CASIO COMPUTER CO., LTD. assumes no responsibility for any loss or claims by third parties which may arise through the use of the SF Unit.
- CASIO COMPUTER CO., LTD. assumes no responsibility for any damage or loss caused by deletion of data as a result of malfunction, repairs, or battery replacement. Be sure to back up all important data on other media to protect against its loss.

*IBM PC, PC/XT, PC/AT, PS/2 are registered trademarks of International Business Machines Corporation.*

# Introduction SF-5100/SF-5300

Congratulations on your selection of CASIO's new SF-5100/SF-5300. This innovative new personal data management tool features a selection of powerful functions, including:

- Telephone Directory
- Memo Mode
- Schedule Keeper
- Reminder Mode
- Copy Function
- Secret Function
- Calendar
- Clock with Home Time and World Time functions
- Calculator

Functions are specially designed to be easy to understand and use, making your personal data management easier than ever before.

- All data stored in memory is erased if the SF-5100/SF-5300 should malfunction, when you have it repaired, when the batteries go dead, and whenever you remove the batteries. ***Be sure to make written back up copies of all important data***.
- In no event will CASIO and its suppliers be liable to you or any other person for any damages, including any incidental or consequential damages, expenses, lost profits, lost savings or any other damages arising out of use of or inability to use the SF-5100/SF-5300.

# About this manual...

This manual is divided into 8 parts.

## PART 1 — Getting Started

Be sure to read this part of the manual before doing anything else! It includes important information that you need to know in order to use the SF-5100/SF-5300 correctly. It also helps you to get acquainted with the keys, features, and functions of the SF-5100/SF-5300. It tells you where everything is located, what the display indicators mean how to adjust the display contrast, and other important information.

## PART 2 — Operation Reference

This part of the manual gives you more detail about the fundamental operation of the SF-5100/SF-5300. It provides all of the detail you need to help you use the SF-5100/SF-5300 to its full potential.

## PART 3 — Data Management Functions

This part of the manual details the versatile data management functions of the SF-5100/SF-5300. It describes the procedures required for data storage, recall and editing in the Telephone Directory, the Memo Mode, and the Schedule Keeper.

## PART 4 — Timekeeping Functions

Your SF-5100/SF-5300 includes powerful timekeeping functions that help to keep you on time all the time. The Home Time function lets you set the current time for your home, specifying 12-hour or 24-hour format, standard time or summer time, even your hometown name. The World Time function gives you instant access to the current time in any one of 29 time zones around the globe.





## PART 5 — Calculator Functions

The SF-5100/SF-5300 also gives you the capability to perform all of the mathematical operations available on today's calculators. In addition, you also get an innovative date calculation function that makes it possible to perform addition and subtraction operations that involve dates.

## PART 6 — Data Communications

The data communications capabilities of the SF-5100/SF-5300 let you transfer data between two SF Units, or between the SF-5100/SF-5300 and a personal computer.

## PART 7 — Floppy Disk Storage

Besides being able to transfer data to a personal computer for long-term storage, the SF-5100/SF-5300 can also store data directly to an optional floppy disk drive. For complete details on connection to the SF-5100/SF-5300 and operation, see the owner's manual that comes with the floppy disk drive.

## PART 8 — Technical Reference

This part of the manual provides technical information on troubleshooting, user maintenance, specifications, etc.

# Contents

**Introduction — SF-5100/SF-5300** ..... 1

**PART 1 — Getting Started** ..... 11

About data errors ..... 11
About the memory overflow message ..... 12
General Precautions ..... 12
About the Power Supply ..... 13
Battery Precautions ..... 13
To replace the batteries ..... 15
General Guide ..... 16

**PART 2 — Operation Reference** ..... 17

**Setting Up the SF-5100/SF-5300** ..... 17
To switch power on and off ..... 17
About the Auto Power Off function ..... 17
To adjust the display contrast ..... 17
To check the memory status ..... 17
About the SOUND menu ..... 18
To switch the key input tone on and off ..... 18
To select a mode ..... 18

**Inputting Letters, Numbers, and Symbols** ..... 19
To input letters and numbers ..... 19
To input upper-case letters ..... 19
Key Identification Chart ..... 19
To change one character to another ..... 21
To delete a character ..... 21
To insert characters ..... 21





**PART 3 — Data Management Functions** ..... 22

**Using the Telephone Directory** ..... 22
About Telephone Directory data items and data entries ..... 22
To enter the Telephone Directory ..... 22
To input Telephone Directory data ..... 23
About mark protection ..... 25
To mark protect and unprotect a Telephone Directory data item ..... 25
About Telephone Directory displays ..... 25
How to find data stored in memory ..... 27
To locate Telephone Directory data using index search ..... 27
To locate Telephone Directory data using initial character search ..... 27
To locate Telephone Directory data using mode search ..... 28
To edit a Telephone Directory data item ..... 29
To delete a single Telephone Directory data item ..... 30
To delete all Telephone Directory data items that are not mark protected ..... 30
To change a FREE entry label ..... 31

**Using the Memo Mode** ..... 32
To enter the Memo Mode ..... 32
To input Memo Mode data ..... 32
About mark protection ..... 33
To mark protect and unprotect a Memo Mode data item ..... 33
About Memo Mode displays ..... 34
How to find data stored in memory ..... 35
To locate Memo Mode data using index search ..... 35
To locate Memo Mode data using initial character search ..... 36
To locate Memo Mode data using mode search ..... 37
To insert a new Memo Mode data item between two items in memory ..... 38
To edit a Memo Mode data item ..... 38
To delete a single Memo Mode data item ..... 39
To delete all Memo Mode data items that are not mark protected ..... 39

**Using the Calendar** ..... 40
To display the calendar ..... 40
To scroll through calendars ..... 40
About the date cursor ..... 41

To display a calendar from the Calculator ....41
To specify a month for display in the Calendar mode ....41
To specify a month and date for display in the Calendar mode ....42
To highlight and unhighlight specific dates ....42
To highlight days of the week for multiple months ....42
To unhighlight all dates in a specific month ....43
To unhighlight all dates up to a specific month ....43

**Using the Schedule Keeper ....45**
To enter the Schedule Keeper from outside Calendar display ....45
To specify a Schedule Keeper date from the Calendar display ....45
About date and time input ....45
To specify a Schedule Keeper date while in the Schedule Keeper ...46
About Schedule Keeper data and initial displays ....46
To input Schedule Keeper data ....47
About Schedule Keeper data ....49
About mark protection ....50
To mark protect and unprotect a Schedule Keeper data entry ....50
About schedule alarms ....50
To set a schedule alarm when inputting data ....51
To switch schedule alarms on and off ....52
About Schedule Keeper displays ....52
How to find data stored in memory ....53
To locate Schedule Keeper data using index search ....54
To use initial character search to locate a description ....55
To use initial character search to locate a time ....56
To use mode search to locate a description ....57
To use mode search to locate a specific time ....58
To use mode search to locate all times within a specific range ....59
About mode searches for times ....60
To edit a Schedule Keeper data entry ....60
To move a Schedule Keeper data to a different date ....61
To set or change a schedule alarm for an existing data entry ....62
To view a data entry's current schedule alarm setting ....62
To delete a specific schedule alarm ....63
To delete a single Schedule Keeper data entry ....63
To delete unmarked Schedule Keeper data entries up to a specific date ....64





**Using the Reminder Mode ....65**
To enter the Reminder Mode ....65
About date and time input ....65
To input annual reminder data ....66
About Reminder Mode data ....66
To input monthly reminder data ....68
To input daily reminder data ....68
About mark protection ....69
To mark protect and unprotect a reminder ....69
About reminder alarms ....69
To set a reminder alarm when inputting data ....70
To switch reminder alarms on and off ....70
About Reminder Mode displays ....70
How to find data stored in memory ....72
To locate a reminder using index search ....72
To use initial character search to locate a reminder message ....72
To use initial character search to locate a date ....74
To use mode search to locate a reminder message ....75
To use mode search to locate a date ....76
To edit a reminder ....77
To delete a single reminder ....77
To delete all reminders that are not mark protected ....78

**Using the Secret function ....79**
To create a secret memory area ....79
To enter an existing secret memory area ....80
To edit an existing password ....80
To transfer data from the open memory area to the secret memory area ....81
To transfer data from the secret memory area to the open memory area ....81

**Using the Copy function ....82**
To copy a data item ....82

**PART 4 — Timekeeping Functions .....83**

**Using the Home Time function .....83**
About Home Time displays .....83
To display the Home Time .....84
To set the Home Time zone .....84
To set the Home Time .....85
To switch the Home Time between 12-hour and 24-hour format .....86
To switch the Home Time between standard and daylight saving time .....86
To set the Daily Alarm .....86
To switch the daily alarm on and off .....87
About the daily alarm .....87
To edit a city code name .....87
To select the date format .....88

**Using the World Time function .....89**
About World Time displays .....89
To display the World Time .....89
To set the World Time zone .....90
To switch a World Time zone between standard and daylight saving time .....90
To edit a city code name .....91
City Code List .....92

**PART 5 — Calculator Functions .....93**

**Using the Calculator .....93**
To enter the Calculator Mode .....93
About the Calculator Mode keys .....93
To perform calculations .....94
To perform constant calculations .....95
To correct errors in calculations .....95
About calculation errors .....95
To clear errors .....96

**Performing date calculations .....97**
To calculate the number of days between two dates .....97





To calculate the date that is a specific number of days after another date .....98

**PART 6 — Data Communications .....99**

**Setting Up for Data Communications .....99**
To connect two SF Units .....99
To connect the SF-5100/SF-5300 with a personal computer .....99
About personal computer connections .....101
To set the SF-5100/SF-5300 hardware parameters .....102
About communications parameters .....103
To set up the SF-5100/SF-5300 to receive data .....103

**Sending Data .....105**
About data transfer types .....105
To send all data items .....105
To send one Telephone Directory, Memo Mode, or Reminder Mode item .....106
To send one Schedule Keeper entry .....107
To send one month of Calendar data (highlights) .....108
To send all Telephone Directory, Memo Mode, or Reminder Mode data .....109
To send all Schedule Keeper data in a specific period .....110
To send all Calendar data in a specific period .....111

**PART 7 — Floppy Disk Storage .....112**

**Setting Up for Floppy Disk Operations .....112**

**Performing Floppy Disk Operations .....112**
About disk data types .....113
To format a floppy disk .....113
To save SF-5100/SF-5300 data to a floppy disk .....114
About filenames and passwords .....117
To load data from a floppy disk to the SF-5100/SF-5300 .....117
To delete a file from a floppy disk .....119
To create a directory of files on a floppy disk .....120

To compare the contents of two files....121
To change the name of a floppy disk file....123

**PART 8 — Technical Reference....125**

Keys....125
Storage Capacity....128
Auto Sort Sequence....129
Filename and password characters....130
Resetting the SF-5100/SF-5300's Memory....131
To reset the SF-5100/SF-5300's memory....131
Error Table....133
Specifications....134



# PART 1 Getting Started

## Read this first!

You must be familiar with the following information in order to use the SF-5100/SF-5300 correctly. It tells you what to do in order to avoid losing important data stored in memory. Please be sure to read the following before using the SF-5100/SF-5300!

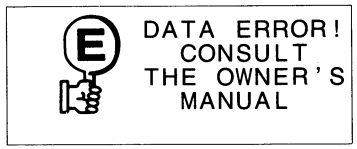
## Make back up copies of important data!

Your SF-5100/SF-5300 employs electronic memory, which makes it possible to store large volumes of data and to recall stored data quickly and easily. Data is retained as long as power is supplied by the batteries. This means that should batteries go dead, or if you make a mistake while replacing batteries, the data stored in memory may be damaged or lost entirely. Data contents can also be damaged or lost due to strong electrostatic charge, strong impact, or extremes in temperature and humidity.

All of this means that you should always keep back up copies of important data on a floppy disk (either by transferring the data to a personal computer or using the optional floppy disk drive unit), or by writing it down in a notebook.

## About data errors...

Whenever you switch on the power of the SF-5100/SF-5300, it performs a self-check before beginning operation. If the SF-5100/SF-5300 detects a problem with the data stored in memory, it displays the following message.




Note that once data is lost it cannot be recovered. Such data errors are generally caused by one of the following problems.

- Interruption of battery power.
- Severe electrostatic charge, impact, change in temperature, or change in humidity.
- Hardware problem.

Once the Data Error display appears, you will not be able to input or edit data, though you will be able to recall data after pressing **CLEAR** to clear the error message. In order to return memory to normal (allowing further input and editing of data), you must perform the RESET operation to clear the memory of all data. Before doing so, you may want to recall important data and write it down (if you don't already have a copy). You can then re-input the data after clearing the memory.

If you still have trouble after trying the RESET operation, you may have a hardware problem. If so, consult with your nearest CASIO dealer.

## About the memory overflow message...

The memory overflow message appears on the display when the data you are trying to store exceeds memory capacity.

When this happens, perform the two following operations.

1. Press ◁ or ▷ to display the data you are trying to input and reduce the number of characters. If the memory overflow message appears again when you try to store the data, try the steps below.
2. Press **CLEAR** to display the input prompt for the mode you are in ("NAME ?" "MEMO ?").
3. Either delete data you no longer need (to make room for the new data), transfer some of the data in memory to a personal computer, or save some of the data onto a floppy disk (using an optional floppy disk drive).

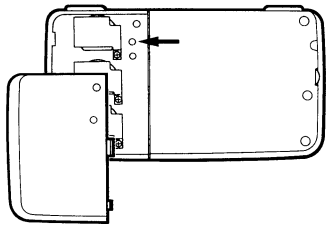
## General Precautions

- Never try to take the SF-5100/SF-5300 apart.
- Avoid strong impact and sudden temperature changes.
- At very low temperatures, the display response time may slow down or the display may fail completely. This is temporary and correct operation should return at normal temperature.
- To avoid serious damage to the SF-5100/SF-5300 caused by leaking batteries, replace batteries once every two years, regardless of how much you use the SF-5100/SF-5300 during that time.
- Never use thinner, benzine or other volatile agents to clean the exterior of the SF-5100/SF-5300. Instead, wipe it off with a soft cloth dampened in a solution of water and a mild, neutral detergent. Wring the cloth out until it is almost dry.





- If the SF-5100/SF-5300 is exposed to strong electrostatic charge, the display may dim or the SF-5100/SF-5300 may lock up. To correct this situation, press the **P** button.



- Do not press the keys with a pen, pencil or other sharp object.
- The SF-5100/SF-5300 may cause interference with radio or television reception. Keep it away from such appliances when you are using it.

## About the Power Supply

The SF-5100/SF-5300 is powered by three CR2032 lithium batteries. If nothing appears on the display when you switch power on, or if the display becomes dim, it probably means that batteries are weak. When such symptoms occur, use the procedures described in this section to replace batteries as soon as possible.

### Caution

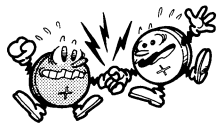
- **All data stored in memory is lost if you remove more than one battery at one time.**
- **Be sure that you keep a separate copy of all important data that you store in the SF-5100/SF-5300.**

### Battery Precautions

Incorrectly using batteries can cause them to burst or leak, possibly damaging the interior of the SF-5100/SF-5300. Note the following precautions.

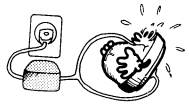
- Be sure that the positive (+) side of each battery is facing up (so you can see it).

- Never mix batteries of different types.



- Never mix old batteries and new ones.

- Never leave dead batteries in the battery compartment.
- Remove the batteries if you do not plan to use the SF-5100/SF-5300 for a long period.
- Replace batteries at least once every two years, no matter how much you use the SF-5100/SF-5300 during that period.
- Never try to recharge the batteries supplied with the SF-5100/SF-5300.



- Do not expose batteries to direct heat, let them become shorted, or try to take them apart.

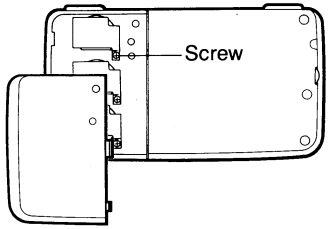
***Keep batteries out of the reach of small children. If swallowed, consult with a physician immediately.***





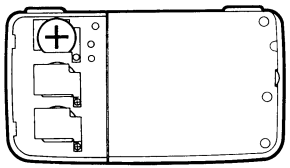
## To replace the batteries

1. Loosen the screw on the back of the SF-5100/SF-5300 that holds the battery compartment cover in place, and remove the cover.
2. Loosen the screw that secures one of the three battery holders in place and remove the battery holder.




**Caution**
**Be sure to remove only one battery at a time.**
**Otherwise, you will lose all data stored in memory.**

3. Replace the old battery with a new one, making sure that the positive (+) side of the new battery is facing up (so you can see it).



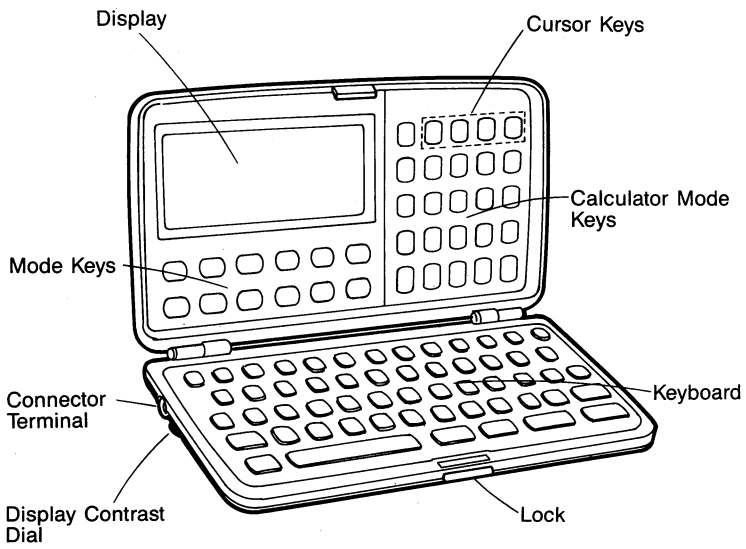
4. Replace the battery holder and secure it by tightening its screw.
- Be sure careful that you do not over tighten the screw.

5. Repeat steps 2 through 4 for the other two batteries.
- Be sure to replace all three batteries. Never mix old batteries with new ones, and be sure to use CR2032 lithium batteries only.

6. After you replace all three batteries, replace the battery compartment cover and secure it by tightening its screw.
- Be careful that you do not over tighten the screw.

7. Check the Home Time setting to make sure that it is correct.

## General Guide






# PART 2 Operation Reference

## Setting Up the SF-5100/SF-5300

After batteries are loaded, use the following procedures to set up the SF-5100/SF-5300 for operation.

### ■ To switch power on and off

1. Press **ON** to switch power on.

- The initial screen for the mode that was selected when you last switched power off appears on the display.
- If the data error message appears on the display, follow the procedures described on page 11.
- If nothing appears on the display when you switch power on, replace batteries as soon as possible.

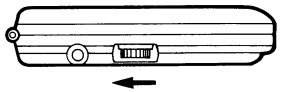
2. Press **OFF** to switch power off.

***About the Auto Power Off function...***

The SF-5100/SF-5300 is equipped with an Auto Power Off function that switches power off automatically whenever you do not perform any key operation for about six minutes. To restore power, press **ON**.

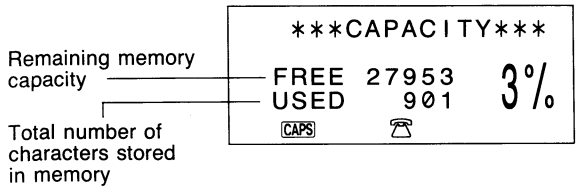
### ■ To adjust the display contrast

Rotate the contrast adjustment dial.



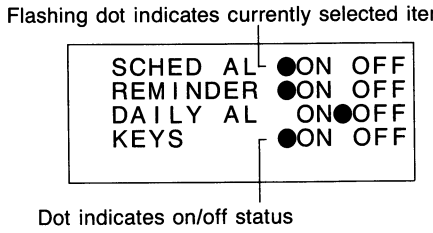
### ■ To check the memory status

Hold down **CAPA** to display a screen that shows the current memory status. To clear the memory status display, release **CAPA**.



### *About the SOUND menu...*

The sound menu lets you switch the key input tone and the various alarms of the SF-5100/SF-5300 on and off.




The on/off status of each SOUND menu items is indicated by a dot, and the dot that is flashing on the menu is the one that is currently selected.
Use △ and ▽ to change the currently selected (flashing) item. Use ◁ and ▷ to switch the currently selected item on and off.

## ■ To switch the key input tone on and off

1. Press **FUNC** once to display the first function menu.
2. Press **4** to select the SOUND menu item.
3. Use △ and ▽ to select KEYS.
4. Use ◁ and ▷ to switch the key input tone on and off.
5. Press **SET** to store your setting and clear the SOUND menu.

## ■ To select a mode

Press one of the mode keys to select the mode you want.

| | | |
|---|---|---|
| | **TEL:** | Telephone Directory |
| | **MEMO:** | Memo Function |
| | **SCHEDULE:** | Schedule Keeper |
| | **CALENDAR:** | Calendar |
| | **HOME:** | Home Time |
| | **WORLD:** | World Time |
| | **REMINDER:** | Reminder Mode |
| | **CAL:** | Calculator |





# Inputting Letters, Numbers, and Symbols

The following describes the basic input operations for the SF-5100/5300. Note that you can use the following operations to input data only in the Telephone Directory, Memo Mode, and the Schedule Keeper. In all of the following operations, the input or correction is performed at the current cursor location. To move the cursor around the display, use the △, ▽, ◁, and ▷ cursor keys. Press **SHIFT** and then ◁ to make the cursor jump to the first character of an entry, or **SHIFT** ▷ to jump to the end of an entry.

## ■ To input letters and numbers

Use the key operation as described under "Key identification chart" to input the letter, number, or character that you want.

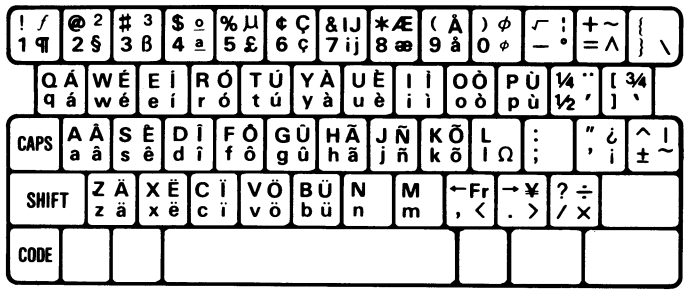
## ■ To input upper-case letters

Press **CAPS** to switch the keyboard between upper-case and lower-case letters. The indicator "CAPS" on the display shows that the keyboard is shift-locked for upper-case letters.

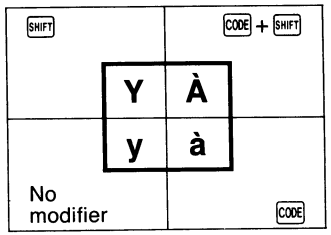
- The upper-case/lower-case setting you make with **CAPS** remains in effect until you change it, even when you switch the SF-5100/SF-5300 off.
- A shift-lock operation using **CAPS** affects the letter keys only. It does not shift the number keys.

### *Key Identification Chart*

The keyboard illustrated below shows all of the characters that can be entered from the keyboard.



Use the **SHIFT** and **CODE** *modifier keys* to select the character you want. The following illustration shows how the modifier keys are used.




**Example:** [Y] enters y
[SHIFT] [Y] enters Y
[CODE] [Y] enters à
[SHIFT] [CODE] [Y] enters À

**Notes**

- In all of the above cases, the modifier key operations are valid for the next letter you input only.
- To shift-lock the keyboard for input to consecutive upper-case letters, press **CAPS**.

In addition, you can also manually enter accent marks as noted below. After you perform one of the following operations, the next character you enter is displayed along with the accent mark you entered.

[CODE] [7] ' (acute accent)
[CODE] [8] ` (grave accent)
[SHIFT] [6] ^ (circumflex)
[CODE] [SHIFT] [7] ¨ (umlaut)
[CODE] [6] ~ (tilde)

**Example:** [CODE] [8] [A] enters à
[CODE] [8] [SHIFT] [A] enters À

If you perform one of the above operations and then press the key for a letter that cannot be used with an accent mark (such as w or s), the letter is displayed without the accent mark.





## ■ To change one character to another

1. Move the cursor to the location of the character you want to change.
2. Press the key that is marked with the character you want to change to.

## ■ To delete a character

1. Move the cursor to the location of the character you want to delete.
2. Press **DEL**.

- The character at the cursor location is deleted, and the space is filled in by sliding to the left any characters right of the cursor.

## ■ To insert characters

1. Move the cursor to the location of the insertion.
2. Press **INS**.

- Each press of **INS** opens up a space at the cursor location, sliding to the right any characters to the right of the cursor. Open up as many spaces as you need.

3. Input the characters you want in the space.

## Using the Telephone Directory

The innovative Telephone Directory mode of the SF-5100/SF-5300 lets you input names, telephone numbers, and addresses for instant look up when you need them. It even gives you a total of six user-definable items that you can use to record birthdays, hobbies, or any other information you want. Each Telephone Directory data item can contain up to 384 characters (including next and newline symbols).

### *About Telephone Directory data items and data entries...*

Telephone Directory information is stored in units called *data items*. Each data item is made up of a number of *data entries*. Telephone Directory data items are made up of the following nine entries:

| | | |
|---|---|---|
| NAME | FREE 1 | FREE 4 |
| NUMBER | FREE 2 | FREE 5 |
| ADDRESS | FREE 3 | FREE 6 |

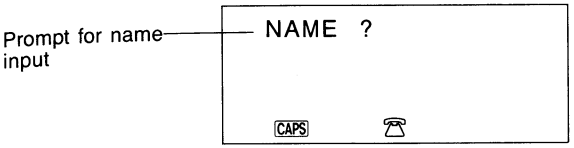
The "FREE" entries can be used for the storage of any type of data you want. You can even change the FREE entry labels to produce the message you want during data input.

## To enter the Telephone Directory

Press **TEL** to enter the Telephone Directory. At this time the initial Telephone Directory screen appears.

## To input Telephone Directory data

1. Enter the Telephone Directory.
2. At this time, you could press **CLEAR** to clear the initial Telephone Directory screen and change to the name input screen.

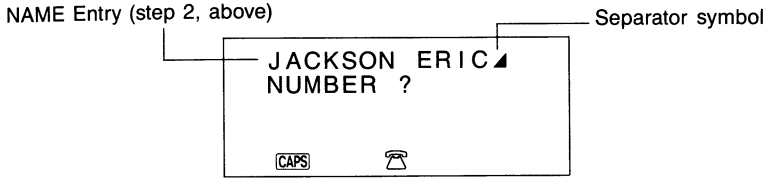



- You can skip step 2 and begin name input directly from the initial Telephone Directory screen.

3. Input the name of the person whose data you want to store.

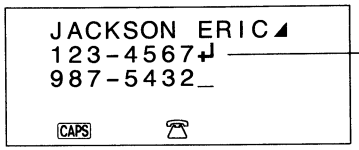
- In the example here, we are using the name Eric Jackson. Note that we input the name with the last name first. This is because Telephone Directory data is automatically sorted according to the name entry when it is stored in memory.
- Remember that a Telephone Directory data item must have a name entry. Any of the other following entries can be skipped by pressing **NEXT** without entering anything for that entry. You can store a Telephone Directory data item by pressing **SET** at any point after you input a name entry.

4. After inputting a name, press **NEXT** to advance to telephone number input.

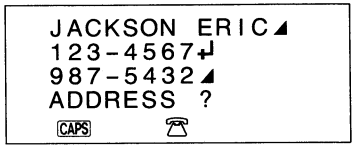



5. Input the telephone number.

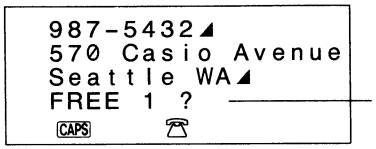
- In the example here, we will actually use two telephone numbers. Enter the first one, and then press ↵ to move down to the next line within the number data entry.



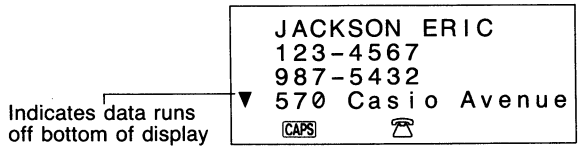

6. After inputting a telephone number, press **NEXT** to advance to address input.




7. Input the address.
   - The display scrolls automatically as you input more data.
8. After inputting an address, press **NEXT** to advance to the first user-definable item input.




9. Input any other information you want.
10. After inputting all of the data you want, press **SET** to store it in memory.







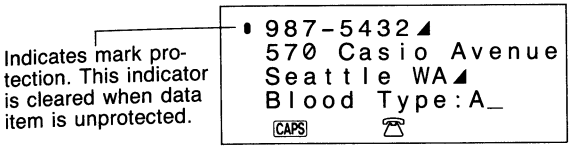

- You can also mark protect a data item as you input it.
- You can press **SET** at any point in the above procedure to store the data you have input up to that point.

***About mark protection.....***

Once you mark protect a data item, it will not be deleted when you perform the all delete operation. This makes it easy to clean up your data quickly and easily, without losing data items you would rather keep.

## To mark protect and unprotect a Telephone Directory data item

Press **MARK**.

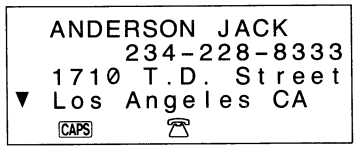



- You can mark protect/unprotect a data item as you are inputting it or as you are editing it.
- Each time you press **MARK**, the data item you are currently inputting or editing switches between being mark protected and unprotected.

## *About Telephone Directory displays.....*

There are two display formats used in the Telephone Directory. The *data display* format shows all of the data entries contained in a data item. The data display is the format that appears when you press **SET** to store a Telephone Directory data item you have just input.

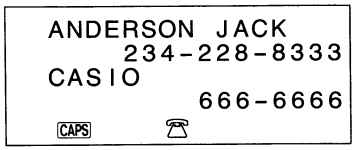
**Data Display**




You can scroll through a data display line-by-line using the △ and ▽ cursor keys. If you press **SHIFT** before △ and ▽, the display scrolls data item-by-data item.

There is also an *index display* format that shows you names and telephone numbers only. This helps you to quickly and easily find the information you need.

**Index Display**




You can scroll through an index display data item-by-data item using the △ and ▽ cursor keys. If you press **SHIFT** before △ and ▽, the display scrolls two data items at a time.

You can switch between the data display and the index display formats by pressing **DISP CHNG**.





## *How to find data stored in memory.....*

Versatile search capabilities let you recall the Telephone Directory information you need quickly and easily.
With *index search*, you scroll through an index display of name and telephone number entries.
With *initial character search*, you specify the data item you are looking for by inputting the letters that begin its name entry.
With *mode search*, you specify the data item you are looking for by inputting characters that might occur anywhere in any one of its entries.
Each of the above search procedures produces an index display of the found data items. You can then use **DISP CHNG** to switch to the full data display of the data item you want.

### To locate Telephone Directory data using index search

1. Enter the Telephone Directory.
2. Press △ or ▽ to switch to an index display of existing Telephone Directory data items.

- Pressing ▽ starts the index display from the first data item (in alphabetical sequence), while pressing △ starts from the last data item.
- The index display shows the name and telephone number entries only.

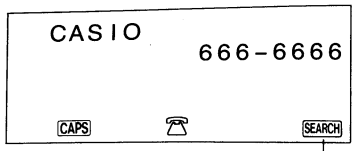
3. Scroll through the index display item-by-item using △ and ▽. You can also scroll two items at a time by pressing **SHIFT** △ or **SHIFT** ▽.
4. When the name entry of the data item you are looking for is in the top line of the display, you can press **DISP CHNG** to switch to the full data display.

### To locate Telephone Directory data using initial character search

1. Enter the Telephone Directory.
2. Enter the initial characters of the name entry for the data item you want to look for.

- You can input one or more characters.

3. Press **SEARCH** to start the search. An index display of all the data items that match your input appears on the display.




Indicates this index display is result of a search operation.

- To clear the SEARCH indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no data item matches your specification, the message "NOT FOUND !" appears on the display.
- If there is no data stored in memory, the message "NO DATA !" appears on the display.
- When one of the above error messages appears, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.

4. Scroll through the index display item-by-item using △ and ▽. You can also scroll two items at a time by pressing **SHIFT** △ or **SHIFT** ▽.
5. When the name entry of the data item you are looking for is in the top line of the display, you can press **DISP CHNG** to switch to the full data display.

## To locate Telephone Directory data using mode search

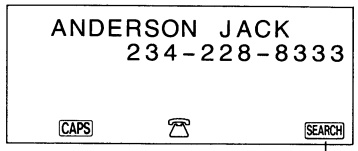
1. Enter the Telephone Directory.
2. Enter the characters you want to look for.

- You can input one or more characters.

3. Press **SHIFT** followed by **SEARCH** to start the search. An index display of all the data items that contain your input appears on the display.








Indicates this index display is result of a search operation.

- With mode search, all entries are checked for the text you specify.
- To clear the SEARCH indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no data item matches your specification, the message "NOT FOUND !" appears on the display.
- If there is no data stored in memory, the message "NO DATA !" appears on the display.
- When one of the above error messages appears, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.

4. Scroll through the index display item-by-item using △ and ▽. You can also scroll two items at a time by pressing **SHIFT** △ or **SHIFT** ▽.
5. When the name entry of the data item you are looking for is in the top line of the display, you can press **DISP CHNG** to switch to the full data display.

## To edit a Telephone Directory data item

1. Enter the Telephone Directory.
2. Use index search, initial character search, or mode search to find the data item you want to edit.
3. Move the name entry of the data item you want to edit into the top line of the index display.

- At this point, you may want to switch to the full data display by pressing **DISP CHNG**. The following steps are the same regardless of whether you are continuing from the index display or the data display.

4. Press **FUNC** once to display the first function menu.
5. Press **1** to select ITEM EDIT.
- To clear the function menu without selecting anything, press **ESC**.
6. Make any changes you want.
- To cancel the editing operation without making any changes, press **ESC** or **CLEAR**.
7. After making the changes you want, press **SET** to store the data item with its new changes.

## To delete a single Telephone Directory data item

1. Enter the Telephone Directory.
2. Use index search, initial character search, or mode search to find the data item you want to delete.
3. Move the name entry of the data item you want to delete into the top line of the index display.
- At this point, you may want to switch to the full data display by pressing **DISP CHNG**. The following steps are the same regardless of whether you are continuing from the index display or the data display.
4. Press **FUNC** once to display the first function menu.
5. Press **2** to select ITEM DELETE.
- To clear the function menu without deleting anything, press **ESC**.
6. Press **SET** to clear the data item you selected or **ESC** to abort the operation without deleting anything.
- Remember that the delete operation cannot be undone.

## To delete all Telephone Directory data items that are not mark protected

1. Enter the Telephone Directory.
2. Press **FUNC** twice to display the second function menu.
3. Press **2** to select ALL DELETE.
- To clear the function menu without deleting anything, press **ESC**.

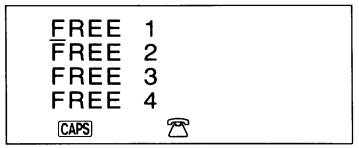




4. Press **SET** to delete all data items that are not mark protected or **ESC** to abort the operation without deleting anything.
- Remember that the delete operation cannot be undone.

## To change a FREE entry label

1. Enter the Telephone Directory.
2. Press **FUNC** twice to display the second function menu.
- The labels you create appear as prompts when you are inputting Telephone Directory data.
3. Press **3** to select LABEL EDIT.
- To clear the function menu without selecting anything, press **ESC**.



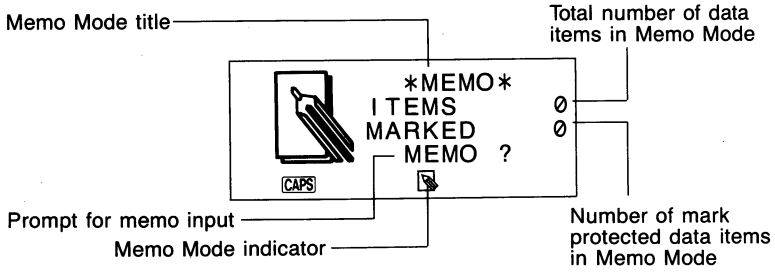

4. Use △ and ▽ to move the cursor between the FREE labels.
- To cancel the editing operation without making any changes, press **ESC** or **CLEAR**.
5. When the cursor is located at the text you want to change, enter the text you want.
- Labels can be up to 14 characters long.
6. After making the changes you want, press **SET** to store them.

# Using the Memo Mode

The Memo Mode of the SF-5100/SF-5300 is like a pad of electronic memo paper that lets you store information in any format you want. You can input Memo Mode data by adding new memos to end of data already in memory, or you can insert new memo data between two existing Memo Mode data items. Each Memo Mode data item can contain up to 384 characters (including next and newline symbols).

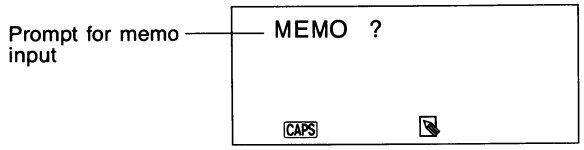
## To enter the Memo Mode

Press **MEMO** to enter the Memo Mode. At this time the initial Memo Mode screen appears.




## To input Memo Mode data

1. Enter the Memo Mode.
2. At this time, you could press **CLEAR** to clear the initial Memo Mode screen and change to the memo input screen.



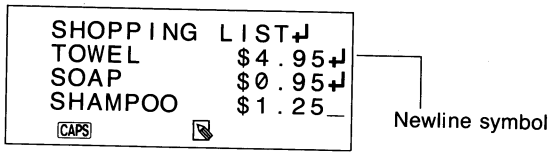

- You can skip step 2 and begin memo input directly from the initial Memo Mode screen.





3. Input the first line of memo data you want to store.
- Note that the first line of memo data is treated as the memo's name. Because of this, it is a good idea to use a short descriptive title as the first line.
- Memo Mode data is not sorted when it is stored in memory.

4. Input the rest of your data.




- Press ↵ to change lines.
- The display scrolls automatically as you input data.

5. After inputting all of the data you want, press **SET** to store it in memory.
- You can also mark protect a data item as you input it.
- You can press **SET** at any point in the above procedure to store the data you have input up to that point.

***About mark protection.....***

Once you mark protect a data item, it will not be deleted when you perform the all delete operation. This makes it easy to clean up your data quickly and easily, without losing data you would rather keep.

## To mark protect and unprotect a Memo Mode data item

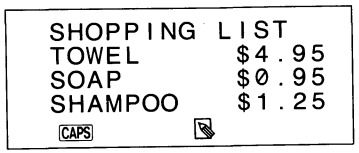
Press **MARK**.

- You can mark protect/unprotect a data item as you are inputting it or as you are editing it.
- Each time you press **MARK**, the data item you are currently inputting or editing switches between being mark protected and unprotected.

### *About Memo Mode displays.....*

There are two display formats used in the Memo Mode. The *data display* format shows all of the data entries contained in a data item. The data display is the format that appears when you press **SET** to store a Memo Mode data item you have just input.

**Data Display**




You can scroll through a data display line-by-line using the △ and ▽ cursor keys. If you press **SHIFT** before △ and ▽, the display scrolls data item-by-data item.

There is also an *index display* format that shows you a list of the first line of each Memo Data item stored in memory. This helps you to quickly find the information you need.

**Index Display**

You can scroll through an index display data item-by-data item using the △ and ▽ cursor keys. If you press **SHIFT** before △ and ▽, the display scrolls four data items at a time.





You can switch between the data display and the index display formats by pressing **DISP CHNG**.

### *How to find data stored in memory.....*

Versatile search capabilities let you recall the Memo Mode information you need quickly and easily.
With *index search*, you scroll through an index display of the first line of each Memo Mode data item.
With *initial character search*, you specify the data item you are looking for by inputting the letters that begin its first line.
With *mode search*, you specify the data item you are looking for by inputting characters that might occur anywhere in the item.
Each of the above search procedures produces an index display of the found data items. You can then use **DISP CHNG** to switch to the full data display of the data item you want.

## To locate Memo Mode data using index search

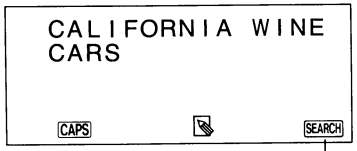
1. Enter the Memo Mode.
2. Press △ or ▽ to switch to an index display of existing Memo Mode data items.
   - Pressing ▽ starts the index display from the first data item, while pressing △ starts from the last data item.
   - The index display shows the first line of each data item only.
3. Scroll through the index display line-by-line using △ and ▽.
4. When the name of the data item you are looking for is in the top line of the display, you can press **DISP CHNG** to switch to the full data display.

## To locate Memo Mode data using initial character search

1. Enter the Memo Mode.
2. Enter the initial characters of the first line of the data item you want to look for.

- You can input one or more characters.

3. Press **SEARCH** to start the search. An index display of all the data items that match your input appears on the display.




Indicates this index display is result of a search operation.

- To clear the SEARCH indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no data item matches your specification, the message "NOT FOUND !" appears on the display.
- If there is no data stored in memory, the message "NO DATA !" appears on the display.
- When one of the above error messages appears, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.

4. Scroll through the index display item-by-item using △ and ▽.
5. When the name of the data item you are looking for is in the top line of the display, you can press **DISP CHNG** to switch to the full data display.





## To locate Memo Mode data using mode search

1. Enter the Memo Mode.
2. Enter the characters you want to look for.

- You can input one or more characters. Remember that the more characters you input here, the more exact the search that will be performed.

3. Press **SHIFT** followed by **SEARCH** to start the search. An index display of all the data items that contain your input appears on the display.

Indicates this index display is result of a search operation.

- To clear the SEARCH indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no data item matches your specification, the message "NOT FOUND !" appears on the display.
- If there is no data stored in memory, the message "NO DATA !" appears on the display.
- When one of the above error messages appear, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.

4. Scroll through the index display item-by-item using △ and ▽.
5. When the name of the data item you are looking for is in the top line of the display, you can press **DISP CHNG** to switch to the full data display.

## To insert a new Memo Mode data item between two items in memory

1. Enter the Memo Mode.
2. Use index search, initial character search, or mode search to find the data item you want to come after the new data item you are about to input.
3. Move the name of the data item you want to come after the new data item into the top line of the index display.
4. Input the new data item using the same procedures described in steps 2 through 4 on page 32.
5. Press **SHIFT** followed by **SET** to store the new data item.

- If you press **SET** without pressing **SHIFT**, the new data item is automatically stored at the end of the data already existing in memory. The **SHIFT** key operation tells the SF-5100/SF-5300 to store the new data above the data item you selected in step 3 above.

## To edit a Memo Mode data item

1. Enter the Memo Mode.
2. Use index search, initial character search, or mode search to find the data item you want to edit.
3. Move the name of the data item you want to edit into the top line of the index display.

- At this point, you may want to switch to the full data display by pressing **DISP CHNG**. The following steps are the same regardless of whether you are continuing from the index display or the data display.

4. Press **FUNC** once to display the first function menu.
5. Press **1** to select ITEM EDIT.

- To clear the function menu without selecting anything, press **ESC**.

6. Make any changes you want.

- To cancel the editing operation without making any changes, press **ESC** or **CLEAR**.

7. After making the changes you want, press **SET** to store the data item with its new changes.





## To delete a single Memo Mode data item

1. Enter the Memo Mode.
2. Use index search, initial character search, or mode search to find the data item you want to delete.
3. Move the name of the data item you want to delete into the top line of the index display.

- At this point, you may want to switch to the full data display by pressing **DISP CHNG**. The following steps are the same regardless of whether you are continuing from the index display or the data display.

4. Press **FUNC** once to display the first function menu.
5. Press **2** to select ITEM DELETE.

- To clear the function menu without deleting anything, press **ESC**.

6. Press **SET** to clear the data item you selected or **ESC** to abort the operation without deleting anything.

- Remember that the delete operation cannot be undone.

## To delete all Memo Mode data items that are not mark protected

1. Enter the Memo Mode.
2. Press **FUNC** twice to display the second function menu.
3. Press **2** to select ALL DELETE.

- To clear the function menu without deleting anything, press **ESC**.

4. Press **SET** to delete all data items that are not mark protected or **ESC** to abort the operation without deleting anything.

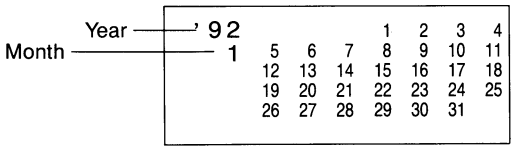
- Remember that the delete operation cannot be undone.

# Using the Calendar

The calendar is pre-programmed to display full-month calendars of any month from January 1901 through December 2099.
You can enter 20th century years using only two digits (92 → 1992). 21st century years must be entered in four digits.
Helpful markers appear on the calendar display to show you for what days during the month you have appointments scheduled.

## To display the calendar

Press **CALENDAR** to display the calendar.




- The dates on each calendar are shown starting from Sunday (on the far left) through Saturday (on the far right).
- The above procedure displays the calendar that contains the date currently set in the Home Time display.
- If you press **CALENDAR** while the Home Time display is shown, the calendar appears with the current date flashing within the calendar.
- When you press **CALENDAR** while you are in the Schedule Keeper, the calendar that contains the Schedule Keeper date you were viewing appears. In this case, the Schedule Keeper date you were viewing appears flashing within the calendar.

## To scroll through calendars

1. Press **CALENDAR** to display the calendar.
2. Use the △ and ▽ cursor keys to scroll sequentially through the calendars. Holding down either key scrolls at high speed.

- The above procedure works only when the date cursor is not flashing in the calendar. To clear the date cursor from the calendar, press **ESC**.





### *About the date cursor.....*

- The *date cursor* flashes at a date in a calendar to indicate that the date is selected.
- If a calendar is already shown on the display, press the ▷ cursor key to make the date cursor appear at the first date in the calendar, or the ◁ cursor key to make it appear at the last date in the calendar. You can also make the date cursor appear at any specific date within a displayed calendar by entering that date. For example, pressing **1 2** causes the 12th to start flashing in the displayed calendar.
- You can move the date cursor around the calendar using the △, ▽, ◁, and ▷ cursor keys. If you press the ◁ cursor key while a far left date (Sunday) is selected, the date cursor moves up one line, to the far right date (Saturday). If you press the ▷ cursor key while a far right date (Saturday) is selected, the date cursor moves down one line, to the far left date (Sunday).
- If you press the △ cursor key while a date in the top line of a calendar is selected, the display changes to the previous month, with the date cursor located in the bottom line. If you press the ▽ cursor key while a date in the bottom line of a calendar is selected, the display changes to the following month, with the date cursor located in the top line.
- Holding down any of the cursor keys moves the date cursor at high speed.
- To clear the date cursor from a calendar, press **ESC**.

## To display a calendar from the Calculator

1. Enter the Calculator mode.
2. Input the year, press **DATE/TIME** and then input the month of the calendar you want to display. Finally, press **CALENDAR**.

## To specify a month for display in the Calendar mode

1. While a calendar is displayed, press **CLEAR**.
2. Input the year of the calendar you want to display and press **DATE/TIME**.
3. Input the month of the calendar you want to display and press **CALENDAR** to display the calendar for the month you specified.

## To specify a month and date for display in the Calendar mode

1. While a calendar is displayed, press **CLEAR**.
2. Input the year of the calendar you want to display and press **DATE/TIME**.
3. Input the month of the calendar you want to display and press **DATE/TIME**.
4. Input the date and press **CALENDAR** to display the calendar for the month you specified. The date cursor is flashing within the calendar at the date you specified.

- In this step, you can press **DATE/TIME** in place of **CALENDAR**.

## To highlight and unhighlight specific dates

1. Press **CALENDAR** to display the calendar.
2. Display the calendar that contains the date you want to highlight.

- You can either scroll through calendars using △ and ▽, or you can specify the month.

3. Use the date cursor to select the date that you want to highlight.
4. Press **SET** to highlight the date currently selected by the date cursor.

- To unhighlight the date, press **SET** again.

5. After you highlight the dates you want, press **ESC** to clear the date cursor from the calendar.

## To highlight days of the week for multiple months

1. Press **CALENDAR** to display the calendar.
2. Display the calendar from where you want highlighting to start.

- You can either scroll through calendars using △ and ▽, or you can specify the month.

3. Press **FUNC** twice to display the second function menu.
4. Press **3** to select MULTIPLE HL.

- To clear the function menu without highlighting anything, press **ESC**.

5. Input the year of the calendar where you want the highlighting to end and press **DATE/TIME**.
6. Input the month of the calendar where you want the highlighting to end and press **DATE/TIME**.





SUN flashes because it is selected.

```
HIGHLIGHT SET
SUN MON TUE WED
THU FRI SAT
```

7. Use the cursor keys to select the day of the week you want to highlight.
8. Press **MARK** to specify the currently selected day of the week for highlighting.

- When a day of the week is specified for highlighting, its abbreviation appears highlighted (reverse field) on the display.
- To deselect (unhighlight) a day of the week, select it and press **MARK**.

9. After specifying all of the days of the week you want highlighted during the period you specified in steps 2 through 5 above, press **SET** to highlight the applicable dates.

## To unhighlight all dates in a specific month

1. Press **CALENDAR** to display the calendar.
2. Display the calendar for the month whose dates you want to unhighlight.

- You can either scroll through calendars using △ and ▽, or you can specify the month.

3. Press **FUNC** once to display the first function menu.
4. Press **2** to select MONTH DELETE.

- To clear the function menu without deleting anything, press **ESC**.

5. Press **SET** to clear all highlights from the month you specified in step 2 above or **ESC** to abort the operation without deleting anything.

- Remember that the delete operation cannot be undone.

## To unhighlight all dates up to a specific month

1. Press **CALENDAR** to display the calendar.
2. Press **FUNC** twice to display the second function menu.
3. Press **2** to select ALL DELETE.

- To clear the function menu without unhighlighting anything, press **ESC**.

4. Input the year of the calendar where you want the unhighlighting to end and press **DATE/TIME**.
5. Input the month of the calendar where you want the unhighlighting to end and press **DATE/TIME**.
6. Press **SET** to clear all highlights from January 1901 up to the month you specified in steps 4 and 5 above, or **ESC** to abort the operation without deleting anything.

- Remember that the delete operation cannot be undone.





# Using the Schedule Keeper

The Schedule Keeper lets you store data about your appointments to keep you on time all the time. It lets you input the time and a description of your appointment. You can even set Schedule Alarms that remind you when it is time to get ready for your appointments. When you input data for a specific date, a marker appears next to that date on the calendar to let you keep track of your schedule at a glance. Each Schedule Keeper data can contain up to 384 characters, including newline symbols.

## To enter the Schedule Keeper from outside Calendar display

Press **SCHEDULE** to enter the Schedule Keeper.

- At this time, the Schedule Keeper screen for the current date set on the Home Time display appears.

## To specify a Schedule Keeper date from the Calendar display

1. Press **CALENDAR** to display the calendar.
2. Display the calendar that contains the date whose Schedule Keeper data you want to input or recall.

- You can either scroll through calendars using △ and ▽, or you can specify the month.

3. Use the date cursor to select the date whose Schedule Keeper data you want to input or recall.
4. Press **SCHEDULE** to display the Schedule Keeper data for the date you selected on the calendar with the date cursor.

### *About date and time input.....*

When working in the Schedule Keeper, there are a number of procedures that require you to input times and dates. Note the following general guidelines for inputting times and dates.

**Times**

- The input format you use for the hours depends on the Home Time setting. Use 12-hour format if the Home Time is set for 12-hour format or 24-hour format if the Home Time is set for 24-hour format.
- You do not have to input the minutes if they are "00". The Schedule Keeper automatically assumes "00" as the minutes if you do not input anything.
- If you are using 12-hour time format, press **A** to specify AM or **P** to specify PM.
- All illegal input (26 for the hour, 65 for the minutes) is ignored.

**Dates**

- Years can be input within the range of 1901 through 2099.
- You can enter 20th century years using only two digits (92 → 1992). 21st century years must be entered in four digits.
- All illegal input (13 for the month, 35 for the date) is ignored.

## To specify a Schedule Keeper date while in the Schedule Keeper

1. Press **SHIFT** followed by **CLEAR**.
2. Input the year of the date you want to display and press **DATE/TIME**.
3. Input the month of the date you want to display and press **DATE/TIME**.
4. Input the date and press **SCHEDULE** to enter the Schedule Keeper with the display showing the date you specified.

- In this step, you can press **DATE/TIME** in place of **SCHEDULE**.

### *About Schedule Keeper data and initial displays*

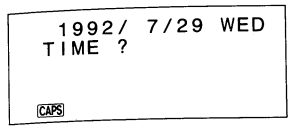
Schedule Keeper information is stored under dates, with each date acting as a unit called a *data item*. Each data item is made up of a number of *data entries*.



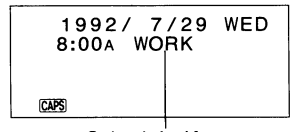


In the Schedule Keeper, the appearance of the currently displayed date depends on whether or not Schedule Keeper data is already stored under that date.

No data stored




Data already stored (Index Display)




Schedule Keeper data entry

In the case of the display on the right (data already stored), you can display the "TIME ?" prompt by pressing **CLEAR**.

## To input Schedule Keeper data

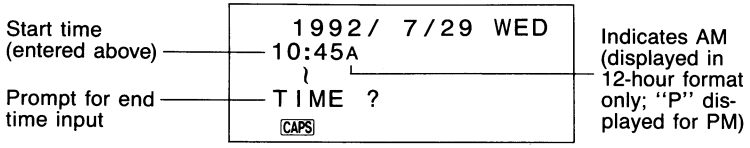
1. Enter the Schedule Keeper and display the date for which you want to input data.
2. Press **CLEAR**.

- You can skip this step. If the currently displayed Schedule Keeper date does not already contain data, the "TIME ?" prompt is displayed automatically. Even if the Schedule Keeper date already contains data, the display changes to an input screen as soon as you enter numbers or letters.

3. Input the starting time of the appointment, pressing **DATE/TIME** between the hour and the minutes.

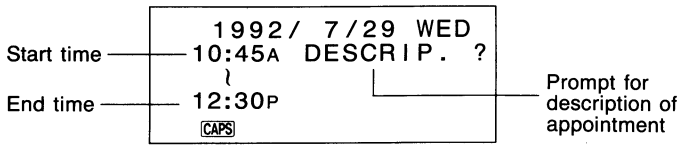
- To create a Schedule Keeper data entry with a description only (without any start time or end time), press **NEXT** (to advance directly to step 7 below) without entering a time.

4. Press **DATE/TIME** again.




- To create a Schedule Keeper data entry with a start time and description only (without any end time), press **NEXT** (to advance directly to step 7 below) instead of **DATE/TIME**.
- To create a Schedule Keeper data entry with a start time only (without any end time or description), press **SET** (to complete the input procedure) instead of **DATE/TIME**.
- While the above screen is displayed, pressing ◁ returns to the display in step 3 above, and pressing ▷ changes to the display in step 7 below.

5. Input the ending time of the appointment, pressing **DATE/TIME** between the hour and the minutes.
6. Press **NEXT**.




- To create a Schedule Keeper data entry with a start time and end time only (without any description), press **SET** (to complete the input procedure) instead of **NEXT**.
- While the above screen is displayed, pressing the ◁ cursor key returns to the display in step 5 above.

7. Input a description of the appointment.
- If you want to set a schedule alarm, press **NEXT** after inputting the description.

8. After inputting the data, press **SET** to store it into memory.





### *About Schedule Keeper data.....*

There are four types of data that can be stored in a Schedule Keeper date.

- Reminder Mode data

This type of data is created using the Reminder Mode.

- No time data

This type of data includes a description of the appointment, but no start time or end time.

- Start time only data

This type of data includes a start time only, but no end time. It may or may not include a description.

- Start time ~ end time data

This type of data includes both a start time and an end time. It may or may not include a description.

When you have more than one entry within the same date in the Schedule Keeper, the data is sorted as shown below.

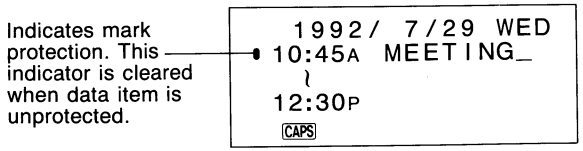
| Sequence | Time Data | Remarks |
|---|---|---|
| 1 | Reminder | Reminder data comes first. |
| 2 | None | When there are more than one no time data entries, they are arranged in the order they are input. |
| 3 | None | |
| 4 | 10:00 | When there are more than one data entries with the same time, they are arranged in the order they are input. |
| 5 | 10:00 | |
| 6 | 10:00 ~ 11:00 | Start time ~ end time data comes last, sorted into chronological order. |
| 7 | 10:00 ~ 12:00 | |
| 8 | 10:30 ~ 10:45 | |

### *About mark protection.....*

Once you mark protect a data item, it will not be deleted when you perform the all delete operation. This makes it easy to clean up your data quickly and easily, without losing data items you would rather keep.

## To mark protect and unprotect a Schedule Keeper data entry

Press **MARK**.




- You can mark protect/unprotect each individual entry under a date as you are inputting it or as you are editing it.
- Each time your press **MARK**, the data entry you are currently inputting or editing switches between being mark protected and unprotected.

### *About schedule alarms.....*

You can set schedule alarms for Schedule Keeper data entries to help you keep on time for important appointments. When schedule alarm time is reached, an alarm sounds for 20 seconds and the corresponding Schedule Keeper data appears on the display (even if the SF-5100/SF-5300 is switched off). Press any key to stop the alarm and then press **ESC** to return to the display that was shown before the alarm began to sound.

Note the following important points when you are using a schedule alarm.

- The alarm indicator and time are automatically cleared after the alarm time is reached.

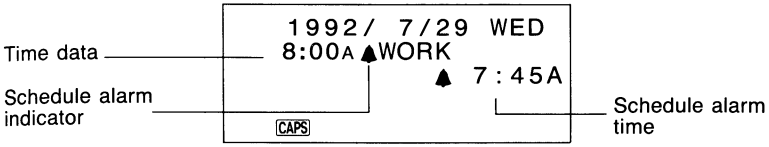




- Schedule alarms can only be set for Schedule Keeper data entries that include time data. If you set a schedule alarm for a Schedule Keeper entry with time data and then later clear the time data, the schedule alarm is also cleared automatically.
- If the schedule alarm time is reached during data communications, the alarm does not sound until you complete them.
- The alarm may fail to sound if battery power is too low.
- If the message "SECRET DATA !" appears on the display, it means that a schedule alarm time set in the Secret Area was reached.

## To set a schedule alarm when inputting data

1. Enter the Schedule Keeper and input data, using the procedures described in steps 1 through 7 under "To input Schedule Keeper data" on page 47.
2. After inputting the description, press **NEXT**.
- You can press the **NEXT** without inputting anything for the description.
3. Input the schedule alarm time. Use the ▷ and ◁ cursor keys to move between the hour and minutes setting.




- You can skip this input if you want the schedule alarm time to be the same as that for the schedule data time.
- Whenever the schedule alarm setting is shown on the display, pressing **DEL** clears the alarm time and displays the prompt "ALM TIME ?" Input the alarm time using the same procedure described above.

4. After inputting the data, press **SET** to store it into memory.
- Note that the schedule alarm setting is cleared from the display when you press **SET**.

- If you attempt to set a schedule alarm time that is already passed, the message "ALARM TIME ALREADY PASSED !" appears on the display. Then the data is stored without a schedule alarm.
- If you attempt to set a schedule alarm time that is already set for another data entry, the message "ALARM TIME ALREADY USED !" appears on the display. Press **ESC**, ▷ or ◁ to display the schedule alarm to change it.

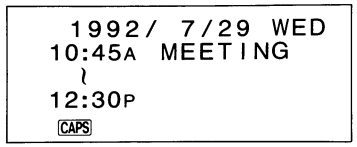
## To switch schedule alarms on and off

1. Press **FUNC** once to display the first function menu.
2. Press **4** to select the SOUND menu item.
3. Use △ and ▽ to select SCHED AL.
4. Use ◁ and ▷ to switch Schedule Alarm on and off.
5. Press **SET** to store your setting and clear the SOUND menu.

### *About Schedule Keeper displays.....*

There are three types of displays used with the Schedule Keeper. The *data display* format shows all of the data stored under a specific date.

**Data Display**

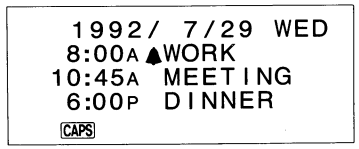



You can scroll through a data display line-by-line using the △ and ▽ cursor keys. If you press **SHIFT** before △ and ▽, the display scrolls data entry by data entry.
The *index display* format that shows you an abbreviated list of Schedule Keeper data stored under a specific date. Data entries are abbreviated to allow one line per entry, showing only the starting time of each appointment (if a starting time is set), and the first 10 characters of the description. This helps you to quickly find the information you need.





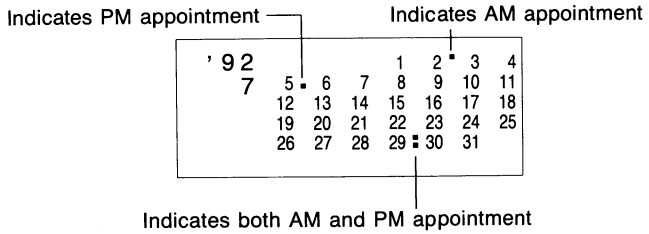
**Index Display**




You can scroll through an index display data entry-by-data entry using the △ and ▽ cursor keys. If you press **SHIFT** before △ and ▽, the display scrolls one screen (three lines) at a time.

You can switch between the data display and the index display formats by pressing **DISP CHNG**.

The Schedule Keeper also works together with the Calendar display. Whenever you store data in the Schedule Keeper, the corresponding date on the Calendar display is marked. This lets you look at a Calendar display and see at a glance what days have appointments.


Indicates PM appointment
Indicates AM appointment
'92
7
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
Indicates both AM and PM appointment

### *How to find data stored in memory.....*

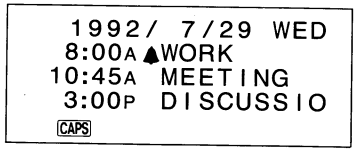
In addition to the procedures we already described for locating specific dates in the Schedule Keeper ("To specify a Schedule Keeper date from the Calendar display"; and "To specify a Schedule Keeper date while in the Schedule Keeper"), you can also use the following search methods to recall data.

With *index search*, you scroll through an index display of Schedule Keeper data until you find the one you want.
With *initial character search*, you specify the data you are looking for by inputting either the time the appointment is scheduled or the letters that begin its description.
With *mode search*, you specify the data you are looking for by inputting either a time or characters that might occur anywhere in the item.
Each of the above search procedures produces an index display of the found data entries. You can then use **DISP CHNG** to switch the display the show all of the details of the data entry you want.

**Note**
The initial character search and mode search procedures used in the Schedule Keeper will also display any Reminder Mode data that matches the search data you specify.

## To locate Schedule Keeper data using index search

1. Enter the Schedule Keeper.
- At this time the Schedule Keeper screen for the current date set on the Home Time display appears.




- Note that the data entries that appear on the display are abbreviated to allow one line per entry. This is the index display format, which shows only the starting time of each appointment (if a starting time is set), and the first 10 characters of the description.

2. Press △ or ▽ to scroll through the data line-by-line.





- If you are at the top of the data stored under a date when you press △, the date changes to the previous date. If you are at the bottom of the data stored under a date when you press ▽, the date changes to the next date. Holding down ▽ or △ scrolls at high speed.
- You can also scroll one screen (three lines) at a time by pressing **SHIFT** △ or **SHIFT** ▽.

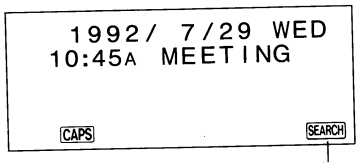
3. When the data entry you are looking for is in the second line of the display, you can press **DISP CHNG** to switch to a more detailed data display.

## To use initial character search to locate a description

1. Enter the Schedule Keeper.
2. At this time, you could press **CLEAR** to display the "TIME ?" prompt.
- You can skip step 2 and begin input directly from the initial Schedule Keeper screen.

3. Enter the initial characters of the description for the data entry you want to look for.
- You can input one or more characters.

4. Press **SEARCH** to start the search. An index display of the first date containing data whose initial description characters match your input appears on the display.




Indicates this index display is result of a search operation.

- To clear the SEARCH indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no data entry matches your specification, the message "NOT FOUND !" appears on the display.

- If there is no data stored in memory, the message "NO DATA !" appears on the display.
- When one of the above error messages appears, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.

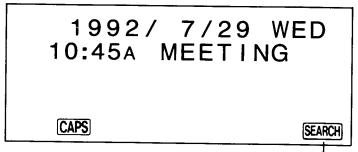
5. Scroll through the index display using △ and ▽.
6. When the data entry you are looking for is in the second line of the display, you can press **DISP CHNG** to switch to the full data display.

## To use initial character search to locate a time

1. Enter the Schedule Keeper.
2. At this time, you could press **CLEAR** to display the "TIME ?" prompt.

- You can skip step 2 and begin input directly from the initial Schedule Keeper screen.

3. Input the starting time of the data entry you want to look for, pressing **DATE/TIME** between the hour and the minutes.
4. Press **SEARCH** to start the search. An index display of the first date containing data whose time matches your input appears on the display.




Indicates this index display is result of a search operation.

- This search operation locates all the start times that match the time you input in step 3.
- To clear the SEARCH indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no data entry matches your specification, the message "NOT FOUND !" appears on the display.





- If there is no data stored in memory, the message "NO DATA !" appears on the display.
- When one of the above error messages appears, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.

5. Scroll through the index display using △ and ▽.
6. When the data entry you are looking for is in the second line of the display, you can press **DISP CHNG** to switch to the full data display.

## To use mode search to locate a description

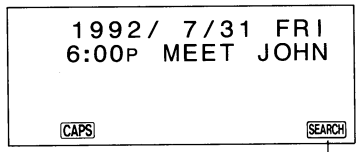
1. Enter the Schedule Keeper.
2. At this time, you could press **CLEAR** to display the "TIME ?" prompt.

- You can skip step 2 and begin input directly from the initial Schedule Keeper screen.

3. Enter the characters of the description for the data entry you want to look for.

- You can input one or more characters.

4. Press **SHIFT** followed by **SEARCH** to start the search. An index display of all the data entries that contain your input appears on the display.




Indicates this index display is result of a search operation.

- With mode search, all entries are checked for the text you specify.
- To clear the SEARCH indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no data entry matches your specification, the message "NOT FOUND !" appears on the display.

- If there is no data stored in memory, the message "NO DATA !" appears on the display.
- When one of the above error messages appears, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.

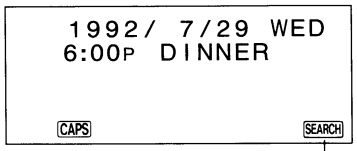
5. Scroll through the index display using △ and ▽.
6. When the data entry you are looking for is in the second line of the display, you can press **DISP CHNG** to switch to the full data display.

## To use mode search to locate a specific time

1. Enter the Schedule Keeper.
2. At this time, you could press **CLEAR** to display the "TIME ?" prompt.

- You can skip step 2 and begin input directly from the initial Schedule Keeper screen.

3. Input the time of the data entry you want to look for, pressing **DATE/TIME** between the hour and the minutes.
4. Press **SHIFT** followed by **SEARCH** to start the search. An index display of all the data entries that match your specification appears on the display.




Indicates this index display is result of a search operation.

- To clear the SEARCH indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no data entry matches your specification, the message "NOT FOUND !" appears on the display.
- If there is no data stored in memory, the message "NO DATA !" appears on the display.





- When one of the above error messages appears, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.

5. Scroll through the index display using △ and ▽.
6. When the data entry you are looking for is in the second line of the display, you can press **DISP CHNG** to switch to the full data display.

## To use mode search to locate all times within a specific range

1. Enter the Schedule Keeper.
2. At this time, you could press **CLEAR** to display the "TIME ?" prompt.

- You can skip step 2 and begin input directly from the initial Schedule Keeper screen.

3. Input the start time of the range you want to look for, pressing **DATE/TIME** between the hour and the minutes.
4. Press **DATE/TIME** again.
5. Input the end time of the range you want to look for, pressing **DATE/TIME** between the hour and the minutes.
6. Press **SHIFT** followed by **SEARCH** to start the search. An index display of all the data entries that match your specification appears on the display.

- To clear the SEARCH indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no data entry matches your specification, the message "NOT FOUND !" appears on the display.
- If there is no data stored in memory, the message "NO DATA !" appears on the display.
- When one of the above error messages appears, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.

7. Scroll through the index display using △ and ▽.
8. When the data entry you are looking for is in the second line of the display, you can press **DISP CHNG** to switch to the full data display.

### *About mode searches for times.....*

The following illustrates how the mode search looks for data according to time specifications you make.

**Data Stored in Memory:**
10:00 AM
10:00 AM ~ 11:00 AM
10:30 AM
10:30 AM ~ 12:00 PM
11:00 AM

**Mode Search Specification (specific time): 10:30 AM**
Items found:
10:00 AM ~ 11:00 AM
10:30 AM
10:30 AM ~ 12:00 PM

**Mode Search Specification (time range):**
**10:00 AM ~ 11:00 AM**
Items found:
10:00 AM
10:00 AM ~ 11:00 AM
10:30 AM
10:30 AM ~ 12:00 PM

## To edit a Schedule Keeper data entry

1. Enter the Schedule Keeper.
2. Use index search, initial character search, or mode search to find the data entry you want to edit.

- You cannot use this procedure to edit Reminder Mode data.





3. Move the data you want to edit into the second line of the index display.

- At this point, you may want to switch to the full data display by pressing **DISP CHNG**. The following steps are the same regardless of whether you are continuing from the index display or the data display.

4. Press **FUNC** once to display the first function menu.
5. Press **1** to select ITEM EDIT.

- To clear the function menu without selecting anything, press **ESC**.

6. Make any changes you want.

- To cancel the editing operation without making any changes, press **ESC** or **CLEAR**.

7. After making the changes you want, press **SET** to store the data entry with its new changes.

## To move a Schedule Keeper data entry to a different date

1. Enter the Schedule Keeper.
2. Use index search, initial character search, or mode search to find the data entry that contains the data you want to move.

- You cannot use this procedure to edit Reminder Mode data.

3. Move the data you want to edit into the second line of the index display.

- At this point, you may want to switch to the full data display by pressing **DISP CHNG**. The following steps are the same regardless of whether you are continuing from the index display or the data display.

4. Press **FUNC** twice to display the second function menu.
5. Press **3** to select DATE CHANGE.

- To clear the function menu without selecting anything, press **ESC**.

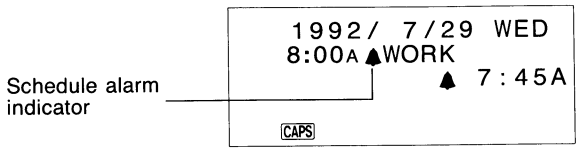
6. Input the year of the date you want to display and press **DATE/TIME**.
7. Input the month of the date you want to display and press **DATE/TIME**.
8. Input the date and press **DATE/TIME** to move the data and return to the Schedule Keeper, with the display showing the date you specified.
9. After making any changes you want in the data, press **SET** to store the data entry.

## To set or change a schedule alarm for an existing data entry

1. Enter the Schedule Keeper and recall the data for which you want to set a schedule alarm, using the procedures described in steps 1 through 5 under "To edit Schedule Keeper data entry".
2. Press **NEXT** until the schedule alarm time appears.

- Remember that a data item must have time data before you can set a schedule alarm time.

3. Input the schedule alarm time. Use the ▷ and ◁ cursor keys to move between the hour and minutes setting.




- Whenever the schedule alarm setting is shown on the display, pressing **DEL** clears the alarm time and displays the prompt "ALM TIME ?" Input the alarm time using the same procedure described above.

4. After inputting the data, press **SET** to store it into memory.

- Note that the schedule alarm setting is cleared from the display when you press **SET**.
- If you attempt to set a schedule alarm time that is already passed, the message "ALARM TIME ALREADY PASSED !" appears on the display. Then the data is stored without a schedule alarm.
- If you attempt to set a schedule alarm time that is already set for another data entry, the message "ALARM TIME ALREADY USED !" appears on the display. Press ▷ or ◁ to display the schedule alarm to change it.

## To view a data entry's current schedule alarm setting

1. Enter the Schedule Keeper and recall the date whose schedule alarm setting you want to view, using the procedures described in steps 1 through 3 under "To edit Schedule Keeper data entry".





2. Press **NEXT** to switch the index display to show the schedule alarm settings for all entries stored under the date you are viewing.
3. Use △ and ▽ to scroll through the entries and view the alarm times.
4. To clear the schedule alarm times, press **NEXT** again.

## To delete a specific schedule alarm

1. Enter the Schedule Keeper and recall the data for which you want to delete the schedule alarm, using the procedures described in steps 1 through 5 under "To edit Schedule Keeper data entry".
2. Press **NEXT** until the schedule alarm time appears.
3. Press **DEL** to delete the currently set schedule alarm time.
4. After deleting the alarm time, press **SET** to store the entry into memory.

## To delete a single Schedule Keeper data entry

1. Enter the Schedule Keeper.
2. Use index search, initial character search, or mode search to find the data entry you want to delete.

- You cannot use this procedure to delete Reminder Mode data.

3. Move the data you want to delete into the second line of the index display.

- At this point, you may want to switch to the full data display by pressing **DISP CHNG**. The following steps are the same regardless of whether you are continuing from the index display or the data display.

4. Press **FUNC** once to display the first function menu.
5. Press **2** to select ITEM DELETE.

- To clear the function menu without deleting anything, press **ESC**.

6. Press **SET** to clear the data entry you selected or **ESC** to abort the operation without deleting anything.

- This operation deletes only the data entry in the second line of the Schedule Keeper display. It does not delete any of the other data stored under that date.
- Remember that the delete operation cannot be undone.

## To delete unmarked Schedule Keeper data entries up to a specific date

1. Enter the Schedule Keeper.
2. Press **FUNC** twice to display the second function menu.
3. Press **2** to select ALL DELETE.

- To clear the function menu without deleting anything, press **ESC**.
- Note that the delete starts from January 1, 1901. This is the starting date of the calendar.
- You cannot use this procedure to delete Reminder Mode data.

4. Input the year of the date up to which you want to delete Schedule Keeper data and press **DATE/TIME**.
5. Input the month and press **DATE/TIME**.
6. Input the date and press **DATE/TIME**.
7. Press **SET** to clear all Schedule Keeper data from January 1, 1901 through the date you specified in steps 4 through 5 above, or **ESC** to abort the operation without deleting anything.

- Remember that the delete operation cannot be undone.



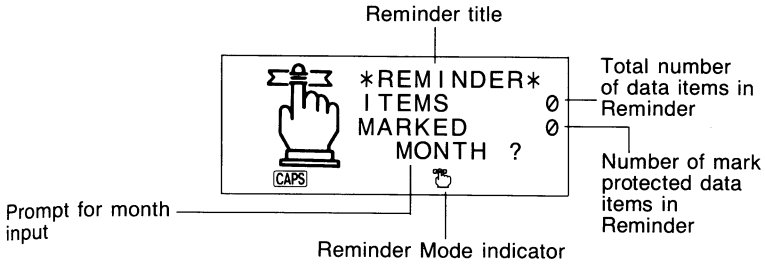


# Using the Reminder Mode

The Reminder Mode helps you keep track of events that occur once a year, once a month, or once a day. You can input a reminder message which appears on the display at preset times. Each reminder can contain up to 384 characters, including newline symbols.

## To enter the Reminder Mode

Press **REMINDER** to enter the Reminder Mode. At this time the initial Reminder screen appears.




### *About date and time input.....*

When working in the Reminder Mode, there are a number of procedures that require you to input times and dates. Note the following general guidelines for inputting times and dates.

**Times**

- The input format you use for the hours depends on the Home Time setting. Use 12-hour format if the Home Time is set for 12-hour format or 24-hour format if the Home Time is set for 24-hour format.
- You do not have to input the minutes if they are "00". The Reminder Mode automatically assumes "00" as the minutes if you do not input anything.

- If you are using 12-hour time format, press **A** to specify AM or **P** to specify PM.
- All illegal input (26 for the hour, 65 for the minutes) is ignored.

**Dates**

- All illegal input (13 for the month, 35 for the date) is ignored.

## To input annual reminder data

1. Enter the Reminder Mode.
2. At this time, you could press **CLEAR** to clear the initial Reminder Mode screen and change to the month input screen.
   - You can skip this step and input the month directly from the initial Reminder Mode screen.
3. Input the month for which you want to set the annual reminder.
4. Press **DATE/TIME**.
5. Input the date of the reminder.
6. Press **NEXT**.
   - If you want to set a reminder alarm, press **DATE/TIME** after inputting the date. See "To set a reminder alarm when inputting data".
7. Input a reminder message.
8. After inputting the data, press **SET** to store it into memory.

### *About Reminder Mode data.....*

Once you set a reminder, the text that you register along with it appears on the corresponding date in the Schedule Keeper. You can also set reminder alarms that sound at specific times on the corresponding dates to make doubly sure that you don't forget.

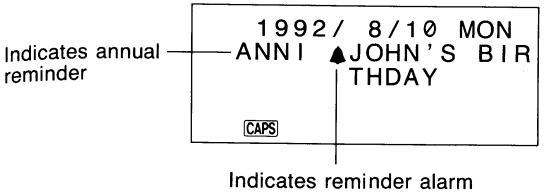
There are three types of reminders.





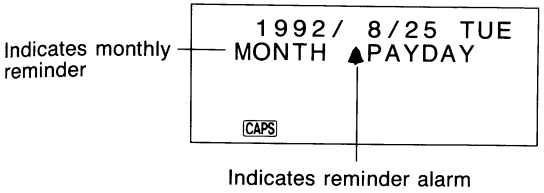
- **Annual reminder**

This type of reminder appears in the Schedule Keeper on the same date every year.




- **Monthly reminder**

This type of reminder appears in the Schedule Keeper on the same date each month.




- **Daily reminder**

This type of reminder does not appear in the Schedule Keeper, but sounds an alarm and displays its messages daily.

The following shows how Reminder Mode data is sorted when it is stored in memory.

| Sequence | Reminder Data | Remarks |
|---|---|---|
| 1 | Annual | When there are more than one no time data entries, they are arranged in the order they are input. |
| 2 | Annual | |
| 3 | Monthly | |
| 4 | Daily | |

## To input monthly reminder data

1. Enter the Reminder Mode.
2. At this time, you could press **CLEAR** to clear the initial Reminder Mode screen and change to the month input screen.

- You can skip this step and input the month directly from the initial Reminder Mode screen.

3. Input a dash (⊟) for the month.
4. Press **DATE/TIME**.
5. Input the date of the reminder.
6. Press **NEXT**.

- If you want to set a reminder alarm, press **DATE/TIME** after inputting the date. See "To set a reminder alarm when inputting data" for details.

7. Input a reminder message.
8. After inputting the data, press **SET** to store it into memory.

## To input daily reminder data

1. Enter the Reminder Mode.
2. At this time, you could press **CLEAR** to clear the initial Reminder Mode screen and change to the month input screen.

- You can skip this step and input the month directly from the initial Reminder Mode screen.

3. Input a dash for the month.
4. Press **DATE/TIME**.
5. Input a dash for the date.
6. Press **NEXT**.

- If you want to set a reminder alarm, press **DATE/TIME** after inputting the date. See "To set a reminder alarm when inputting data" for details.

7. Input a reminder message.

- In the example here, we will input a reminder for Exercise Time daily.

8. After inputting the data, press **SET** to store it into memory.



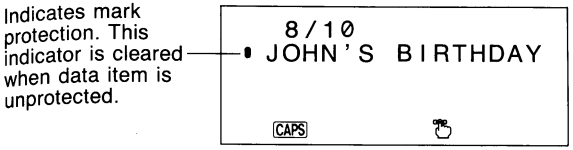


### *About mark protection.....*

Once you mark protect a reminder, it will not be deleted when you perform the all delete operation. This makes it easy to clean up your data quickly and easily, without losing reminders you would rather keep.

## To mark protect and unprotect a reminder

Press **MARK**.




- You can mark protect/unprotect each individual entry under a date as you are inputting it or as you are editing it.
- Each time you press **MARK**, the reminder you are currently inputting or editing switches between being mark protected and unprotected.

### *About reminder alarms.....*

You can set reminder alarms that sound at preset times on the dates you specify in a reminder. When a reminder alarm time is reached, an alarm sounds for 20 seconds and the corresponding Reminder Mode data appears on the display (even if the SF-5100/SF-5300 is switched off). Press any key to stop the alarm and then press **ESC** to return to the display that was shown before the alarm began to sound.

Note the following important points when you are using a reminder alarm.

- If a reminder alarm time is reached while you are entering or editing the reminder containing that reminder alarm, the alarm does not sound until you complete work (by pressing **SET**).

- The reminder alarm does not sound if the reminder alarm time is reached during data communications.
- The alarm may fail to sound if battery power is too low.
- If the message "SECRET DATA !" appears on the display, it means that a reminder alarm time set in the Secret Area was reached.

## To set a reminder alarm when inputting data

1. Enter the Reminder Mode and input the month and date data you want.
2. After inputting the date, press **DATE/TIME**.
3. Input the reminder alarm time. Input the hour, press **DATE/TIME**, and then input the minutes. Use the ▷ and ◁ cursor keys to move between the hour and minutes setting.
4. Press **NEXT** and then input a reminder mesage.
5. After inputting the data, press **SET** to store it into memory.

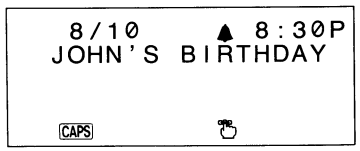
## To switch reminder alarms on and off

1. Press **FUNC** once to display the first function menu.
2. Press **4** to select the SOUND menu item.
3. Use △ and ▽ to select REMINDER.
4. Use ◁ and ▷ to switch the reminder alarms on and off.
5. Press **SET** to store your setting and clear the SOUND menu.

### *About Reminder Mode displays.....*

The *data display* format shows all of the data stored under a specific reminder.

**Data Display**



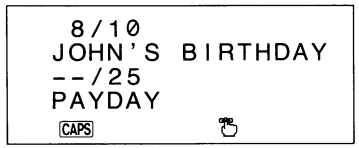





You can scroll through a data display line-by-line using the △ and ▽ cursor keys. If you press **SHIFT** before △ and ▽, the display scrolls reminder-by-reminder.

The *index display* format that shows you an abbreviated list of Reminder Mode data. Reminders are abbreviated to two lines each, showing the month/date setting, the reminder alarm time (if set), and the first line of the reminder message.

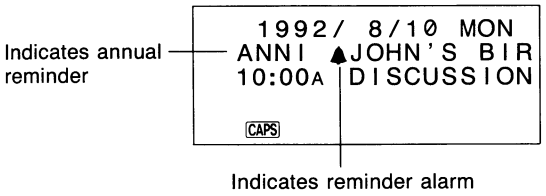
**Index Display**




You can scroll through an index display reminder-by-reminder using the △ and ▽ cursor keys. If you press **SHIFT** before △ and ▽, the display scrolls 2 reminders at a time.

You can switch between the data display and the index display formats by pressing **DISP CHNG**.

In addition to the above, reminder messages also appear on each date for which they are set. If you set an annual reminder for August 10 for example, the corresponding reminder message appears within the Schedule Keeper on August 10 each year.



## *How to find data stored in memory.....*

The following search capabilities let you recall Reminder Mode information quickly and easily.
With *index search*, you scroll through an index display of Reminder Mode data until you find the one you want.
With *initial character search*, you specify the data you are looking for by inputting either the date or the letters that begin its message.
With *mode search*, you specify the data you are looking for by inputting either a time or characters that might occur anywhere in the reminder.
Each of the above search procedures produces an index display of the found reminders. You can then use **DISP CHNG** to switch the display the show all of the details of the reminder you want.

**Note**
Initial character search and mode search procedures can used in the Schedule Keeper to search for Reminder Mode data.

## To locate a reminder using index search

1. Enter the Reminder Mode.
2. Press △ or ▽ to switch to an index display of existing reminders.
- Pressing ▽ starts the index display from the first reminder, while pressing △ starts from the last reminder.
- The index display shows the month, date, reminder alarm time (if set) and the first line of the reminder message only.
3. Scroll through the index display reminder-by-reminder using △ and ▽. You can also scroll two reminders at a time by pressing **SHIFT** △ or **SHIFT** ▽.
4. When the reminder you are looking for is in the top line of the display, you can press **DISP CHNG** to switch to the full data display.

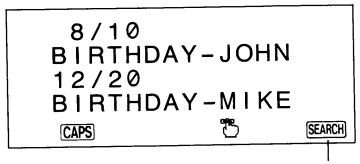
## To use initial character search to locate a reminder message

1. Enter the Reminder Mode.
2. At this time, you could press **CLEAR** to display the "MONTH ?" prompt.





- You can skip step 2 and begin input directly from the initial Reminder Mode screen.
3. Enter the initial characters of the messages for the reminder want to look for.
- You can input one or more characters. Remember that the more characters you input here, the more exact the search that will be performed. If you input a single letter, you might end up recalling a large number of data entries.
4. Press **SEARCH** to start the search. An index display of the reminders whose messages start with characters that match your input appears on the display.




Indicates this index display is result of a search operation.

- To clear the SEARCH indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no reminder matches your specification, the message "NOT FOUND !" appears on the display.
- If there is no data stored in memory, the message "NO DATA !" appears on the display.
- When one of the above error messages appears, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.
5. Scroll through the index display using △ and ▽.
6. When the reminder you are looking for is in the top line of the display, you can press **DISP CHNG** to switch to the full data display.

## To use initial character search to locate a date

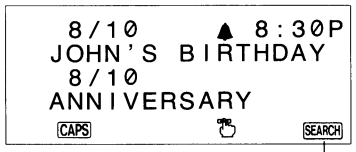
1. Enter the Reminder Mode.
2. At this time, you could press **CLEAR** to display the "MONTH ?" prompt.

- You can skip step 2 and begin input directly from the initial Reminder Mode screen.

3. Input the date of the reminder you want to look for, pressing **DATE/TIME** between the month and the date.

- If the reminder you are looking for is a monthly reminder, input a dash for the month. If you want to find daily reminders, input dashes for the month and date.
- After inputting the date, you could press **NEXT** and then enter a reminder message also as part of the search specification.

4. Press **SEARCH** to start the search. An index display of the reminders containing data whose date matches your input appears on the display.




Indicates this index display is result of a search operation.

- To clear the SEARCH indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no reminder matches your specification, the message "NOT FOUND !" appears on the display.
- If there is no data stored in memory, the message "NO DATA !" appears on the display.
- When one of the above error messages appears, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.





5. Scroll through the index display using △ and ▽.
6. When the reminder you are looking for is in the top line of the display, you can press **DISP CHNG** to switch to the full data display.

## To use mode search to locate a reminder message

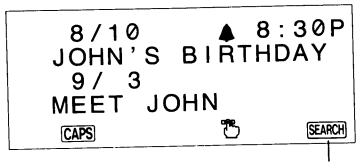
1. Enter the Reminder Mode.
2. At this time, you could press **CLEAR** to display the "MONTH ?" prompt.

- You can skip step 2 and begin input directly from the initial Reminder Mode screen.

3. Enter the characters of the reminder message for the reminder you want to look for.

- You can input one or more characters.

4. Press **SHIFT** followed by **SEARCH** to start the search. An index display of all the data entries that contain your input appears on the display.



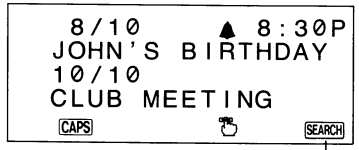

Indicates this index display is result of a search operation.

- To clear the SEARCH indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no reminder matches your specification, the message "NOT FOUND !" appears on the display.
- If there is no data stored in memory, the message "NO DATA !" appears on the display.
- When one of the above error messages appears, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.

5. Scroll through the index display using △ and ▽.
6. When the reminder you are looking for is in the top line of the display, you can press **DISP CHNG** to switch to the full data display.

## To use mode search to locate a date

1. Enter the Reminder Mode.
2. At this time, you could press **CLEAR** to display the "MONTH ?" prompt.
- You can skip step 2 and begin input directly from the initial Reminder Mode screen.
3. Input the date of the reminder you want to look for, pressing **DATE/TIME** between the month and the date.
- Here, we will search for all reminders for the 10th of any month. You could also input the month here.
- You cannot input a date specification such as "8/-". A date input is always required.
- After inputting the date, you could press **NEXT** and then enter a reminder message also as part of the search specification.
4. Press **SHIFT** followed by **SEARCH** to start the search. An index display of the reminders containing data whose date matches your input appears on the display.




Indicates this index display is result of a search operation.

- To clear the SEARCH indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no reminder matches your specification, the message "NOT FOUND !" appears on the display.





- If there is no data stored in memory, the message "NO DATA !" appears on the display.
- When one of the above error messages appears, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.

5. Scroll through the index display using △ and ▽.
6. When the reminder you are looking for is in the top line of the display, you can press **DISP CHNG** to switch to the full data display.

## To edit a reminder

1. Enter the Reminder Mode.
2. Use index search, initial character search, or mode search to find the reminder you want to edit.
3. Move the reminder you want to edit into the first line of the index display.
- At this point, you may want to switch to the full data display by pressing **DISP CHNG**. The following steps are the same regardless of whether you are continuing from the index display or the data display.
4. Press **FUNC** once to display the first function menu.
5. Press **1** to select ITEM EDIT.
- To clear the function menu without selecting anything, press **ESC**.
6. Make any changes you want.
- To cancel the editing operation without making any changes, press **ESC** or **CLEAR**.
7. After making the changes you want, press **SET** to store the reminder with its new changes.

## To delete a single reminder

1. Enter the Reminder Mode.
2. Use index search, initial character search, or mode search to find the reminder you want to delete.
3. Move the reminder you want to delete into the first line of the index display.

- At this point, you may want to switch to the full data display by pressing **DISP CHNG**. The following steps are the same regardless of whether you are continuing from the index display or the data display.

4. Press **FUNC** once to display the first function menu.
5. Press **2** to select ITEM DELETE.

- To clear the function menu without deleting anything, press **ESC**.

6. Press **SET** to clear the reminder you selected or **ESC** to abort the operation without deleting anything.

- Remember that the delete operation cannot be undone.

## To delete all reminders that are not mark protected

1. Enter the Reminder Mode.
2. Press **FUNC** twice to display the second function menu.
3. Press **2** to select ALL DELETE.

- To clear the function menu without deleting anything, press **ESC**.

4. Press **SET** to delete all reminders that are not mark protected or **ESC** to abort the operation without deleting anything.

- Remember that the delete operation cannot be undone.



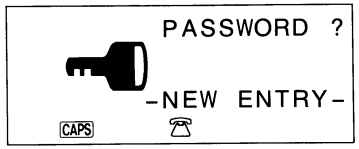


# Using the Secret function

The Secret Function ensures that your personal data is kept private, but providing you with the means to restrict access to those who know your secret password. You can store Telephone Directory, Memo Mode, Schedule Keeper, and Reminder Mode data in the secret memory area.

## To create a secret memory area

1. Enter the Telephone Directory, Memo Mode, Schedule Keeper, or Reminder Mode.
2. Press to display the password input screen.

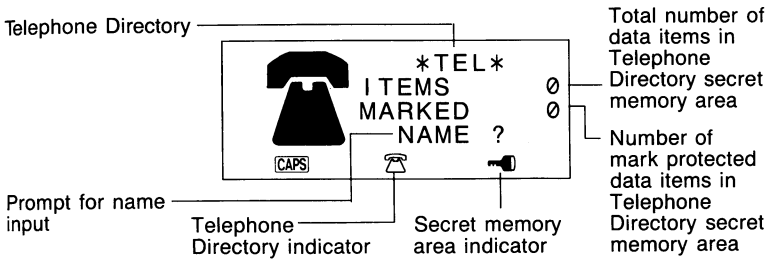



3. Enter the word you want to use as your secret password.

- You can use up to 40 letters, numbers and symbols in a password.

4. Press again to store the password.

- The following shows an example display for the Telephone Directory.


Telephone Directory
*TEL*
ITEMS 0
MARKED 0
NAME ?
CAPS
Total number of data items in Telephone Directory secret memory area
Number of mark protected data items in Telephone Directory secret memory area
Prompt for name input
Telephone Directory indicator
Secret memory area indicator

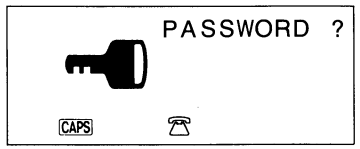
5. While in the secret memory area, you can change modes, input data, edit data, recall data, and delete data using the procedures explained under each mode in this manual.

6. To exit the secret memory area (and return to the open memory area), press 🔑.

- At this time, the "key" indicator disappears from the display.

## To enter an existing secret memory area

1. Enter the Telephone Directory, Memo Mode, Schedule Keeper, or Reminder Mode.
2. Press 🔑 to display the password input screen.




3. Enter the password.
4. Press 🔑 again to enter the secret memory area for the mode you selected in step 1 above.

- If the password you enter in step 3 does not match the one that is registered, the message "PASSWORD MISMATCH !" appears.

## To edit an existing password

1. While in the secret memory area, press **CLEAR**, followed by 🔑 to display the currently registered password.
2. Press **FUNC** once to display the first function menu.
3. Press **1** to select PASSWORD EDIT.

- The password reappears on the display with the cursor. Make any changes in the password you want.

4. After editing the password, press 🔑 to store it.





## To transfer data from the open memory area to the secret memory area

1. While not in the secret memory area, enter the Telephone Directory, Memo Mode, Schedule Keeper, or Reminder Mode.
2. Search for and display the data you want to move.
3. Press **FUNC** twice to display the second function menu.
4. Press **1** to select TO SECRET AREA.

- At this time, a prompt appears on the display asking you for the password registered for the secret memory area.

5. Enter the password.
6. Press 🔑.

- If the password you enter in step 5 does not match the one that is registered, the message "PASSWORD MISMATCH !" appears.

7. Press **SET** to transfer the selected data from the open memory area to the secret memory area, or **ESC** to abort the operation without transferring anything.

- When you transfer data to the secret memory area, it is automatically deleted from the open memory area.

## To transfer data from the secret memory area to the open memory area

1. Enter the Telephone Directory, Memo Mode, Schedule Keeper, or Reminder Mode.
2. Enter the secret memory area.
3. Search for and display the data you want to move.
4. Press **FUNC** twice to display the second function menu.
5. Press **1** to select TO OPEN AREA.
6. Press **SET** to transfer the selected data from the secret memory area to the open memory area, or **ESC** to abort the operation without transferring anything.

- When you transfer data to the open memory area, it is automatically deleted from the secret memory area.

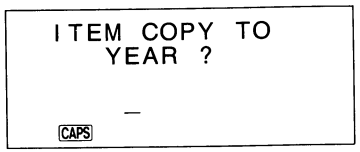
## Using the Copy function

The Copy Function lets you duplicate selected data. This function helps to cut down input time when you have multiple data items with similar data. You simply copy the original and then make any necessary changes to create a new data item. You can use the Copy Function to copy Telephone Directory, Memo Mode, Schedule Keeper, and Reminder Mode data.

### To copy a data item

1. Enter the Telephone Directory, Memo Mode, Schedule Keeper, or Reminder Mode.
2. Search for and display the data you want to copy.
3. Press **FUNC** once to display the first function menu.
4. Press **3** to select ITEM COPY.

- At this time, the copy of the data you selected in step 2 above appears, along with the cursor.
- If you are copying Schedule Keeper data, the following screen appears at this point to ask you to specify the date where the data should be copied to.




- Input the year, month, and date, following each entry by pressing **DATE/TIME**.

5. Use the editing procedures described on page 19 to make any changes you want in the copied data.
6. After you are finished making changes, press **SET** to store the new data in memory.



# PART 4 Timekeeping Functions

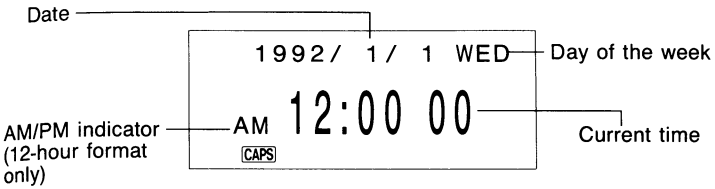
## Using the Home Time function

The Home Time function shows you the current time and date in the time zone you preset as your Home Time zone. You also can set a daily alarm that sounds at the same time each day.

### *About Home Time displays.....*

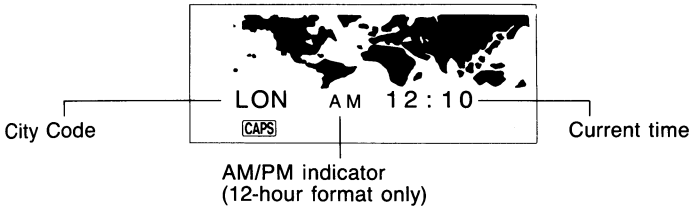
There are three types of Home Time displays.

**Home Time Display**



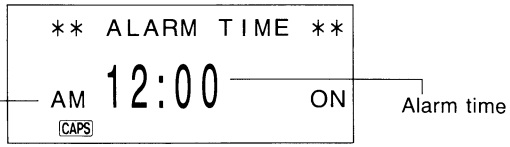

- Use **DISP CHNG** to switch between the Home Time display and the World Map display.
- Use **HOME TIME** to switch between the Home Time display and the Alarm display.

**World Map Display**




- Use **DISP CHNG** to switch between the Home Time display and the World Map display.
- Use **HOME TIME** to switch between the Home Time or World Map display and the Alarm display.

**Alarm Display**



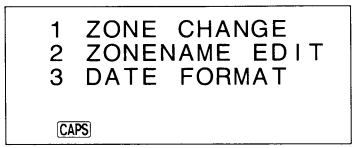

## To display the Home Time

Press **HOME TIME** to display the current Home Time.

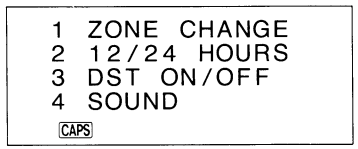
- Use **DISP CHNG** to switch between the Home Time display and the World Map display.

## To set the Home Time zone

1. Display the current Home Time.
- You can set the Home Time zone starting either from the Home Time display or the World Map display.
2. Display the function menu for the ZONE CHANGE operation.
- If you are starting from the Home Time display, press **FUNC** twice to display the second function menu.




- If you are starting from the World Map display, press **FUNC** once to display the first function menu.




3. Press **1** to select ZONE CHANGE.

- The current zone flashes on the World Map display. Its city code is also shown.
4. Use the ◁ and ▷ cursor keys to move the flashing time zone on the World Map. Note that the city code changes as you do.
5. When the time zone that you want for the Home Time is flashing (and the city code you want is shown on the display), press **SET** to register the new zone.

## To set the Home Time

1. Display the current Home Time.
2. Display the function menu for the HOME TIME SET operation.
- If you are starting from the Home Time display, press **FUNC** once to display the first function menu.
- If you are starting from the World Map display, press **FUNC** twice to display the second function menu.
3. Press **1** to select HOME TIME SET.
- The current hour setting on the display flashes because it is *selected*.
4. Use the ◁ and ▷ cursor keys or **DATE/TIME** to move the flashing selection around the Home Time display. When any number is selected (flashing), you can change it by entering a new value.
- Use 12-hour format if the Home Time is set for 12-hour format or 24-hour format if the Home Time is set for 24-hour format.
- If you are using 12-hour time format, press **A** to specify AM or **P** to specify PM.
- All illegal input (26 for the hour, 65 for the minutes) is ignored.
- Years can be input within the range of 1901 through 2099.
- You can enter 20th century years using only two digits (92 → 1992). 21st century years must be entered in four digits.
5. After you set the time and date, press **SET** to store them.
- The seconds count of the timepiece resets to "00" when you press **SET**.

## To switch the Home Time between 12-hour and 24-hour format

1. Display the current Home Time.
2. From either the Home Time display or the World Map display, press **FUNC** once to display the first function menu.
3. Press **2** to select 12/24 HOURS.

- The 12-hour/24-hour setting is set up as a *toggle* setting. This means that each time you select the 12/24 HOURS item in the function menu, the Home Time display switches from its present setting to the opposite one.
- The 12-hour/24-hour setting you make is applied for the time displays in the Schedule Keeper, the Reminder Mode, and the Home Time display.

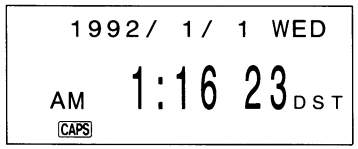
## To switch the Home Time between standard and daylight saving time

1. Display the current Home Time.

- Pressing **DISP CHNG** switches between the Home Time display and the World Map display.

2. From either the Home Time display or the World Map display, press **FUNC** once to display the first function menu.
3. Press **3** to select DST ON/OFF.

- The standard/DST setting is set up as a *toggle* setting. This means that each time you select the DST ON/OFF item in the function menu, the Home Time display switches from its present setting to the opposite one.
- The following shows an example display with the DST indicator (which indicates that DST is on).




## To set the Daily Alarm

1. Display the current Home Time.
2. Press **HOME TIME** again to display the current daily alarm setting.
3. Press **FUNC** once to display the first function menu.





4. Press **1** to select ALARM TIME SET.

- The alarm's hour setting on the display flashes because it is *selected*.

5. Use the ◁ and ▷ cursor keys or **DATE/TIME** to move the flashing selection between the hour and the minutes setting. When either value is selected (flashing), you can change it by entering a new value.

- Use 12-hour format if the Home Time is set for 12-hour format or 24-hour format if the Home Time is set for 24-hour format.
- If you are using 12-hour time format, press **A** to specify AM or **P** to specify PM.
- All illegal input (26 for the hour, 65 for the minutes) is ignored.

6. After you set the alarm time, press **SET** to store it.

## To switch the daily alarm on and off

1. Press **FUNC** once to display the first function menu.
2. Press **4** to select the SOUND menu item.
3. Use △ and ▽ to select DAILY AL.
4. Use ◁ and ▷ to switch the daily alarm on and off.
5. Press **SET** to store your setting and clear the SOUND menu.

### *About the daily alarm.....*

Once you set the daily alarm, it sounds at the same time every day (as long as the DAILY AL setting is ON). When the daily alarm time is reached, the alarm sounds for 20 seconds and the daily alarm display appears (even if the SF-5100/SF-5300 is switched off). Press any key to stop the alarm and then press **ESC** to return to the display that was shown before the alarm began to sound.

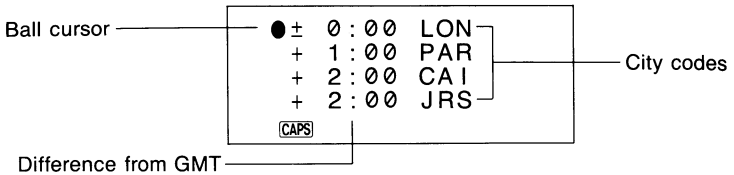
Note the following important points when you are using the daily alarm.

- The daily alarm does not sound if the daily alarm time is reached during data communications.
- The alarm may fail to sound of battery power is too low.

## To edit a city code name

1. Display the current Home Time.
2. Press **FUNC** twice to display the second function menu.

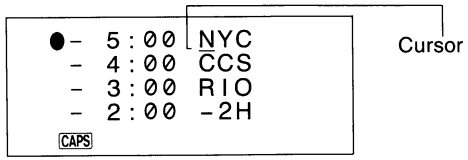
3. Press **2** to select ZONE NAME EDIT.




4. Use the △ and ▽ cursor keys to move the ball cursor up and down until it is located to the left of the time zone whose city code you want to edit.

- Holding down either key moves the ball cursor at high speed.
- The display starts to scroll automatically whenever the ball cursor reaches the top or the bottom of the display.

5. Press the ▷ cursor key, and a cursor appears in the city code of the time zone at which the ball cursor is located.




6. Make any changes you want in the city code where the cursor is located.
7. After editing a city code, press **SET** to store it in memory.

## To select the date format

1. Display the current Home Time.

- Pressing **DISP CHNG** switches between the Home Time display and the World Map display.

2. Press **FUNC** twice to display the second function menu.
3. Press **3** to select DATE FORMAT.
4. Select a format by entering its number.

- The following shows and example of each format

  Y/M/D : 1992/1/1 WED
  M/D/Y : JAN/1/1992 WED
  D/M/Y : 1/JAN/1992 WED





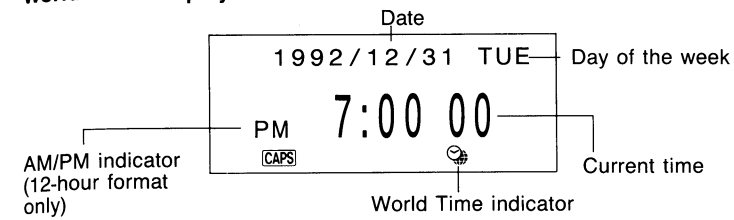
# Using the World Time function

With the World Time function, you can view the current time in any one of 29 time zones around the world. The times and dates that appear in the World Time displays are based on the current Home Time setting.

### *About World Time displays.....*

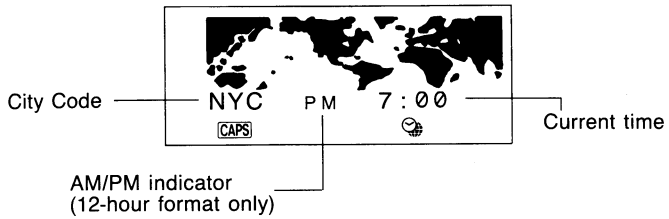
There are two types of World Time displays.

**World Time Display**




- Use **DISP CHNG** to switch between the World Time display and the World Map display.

**World Map Display**



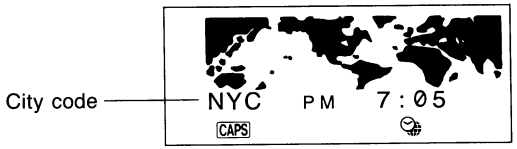

## To display the World Time

Press **WORLD TIME** to display the World Time.

- The time zone that you last selected when displaying the World Time appears on the display.

## To set the World Time zone

1. Display the World Time.
2. Press **FUNC** once to display the first function menu.
3. Press **1** to select ZONE CHANGE.




- The current zone flashes on the World Map display. Its city code is also shown.

4. Use the ◁ and ▷ cursor keys to move the flashing time zone on the World Map. Note that the city code changes as you do.
5. When the time zone that you want for the World time is flashing (and the city code you want is shown on the display), press **SET** to register the new zone.

## To switch a World Time zone between standard and daylight saving time

1. Display the World Time.

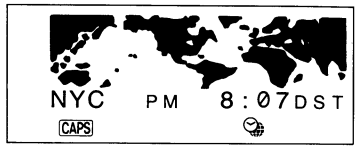
- Pressing **DISP CHNG** switches between the World Time display and the World Map display.

2. Use the procedure described to display the World Time zone that you want to switch between standard time and daylight saving time.
3. From either the World Time display or the World Map display, press **FUNC** once to display the first function menu.
4. Press **3** to select DST ON/OFF.

- The standard/DST setting is set up as a *toggle* setting. This means that each time you select the DST ON/OFF item in the function menu, the currently displayed World Time zone switches from its present setting to the opposite one.
- The following shows an example display with the DST indicator (which indicates that DST is on).





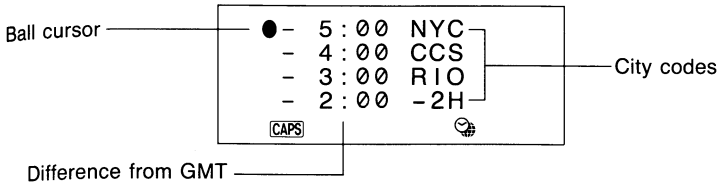



## To edit city code name

1. Display the World Time.

- Pressing **DISP CHNG** switches between the World Time display and the World Map display.

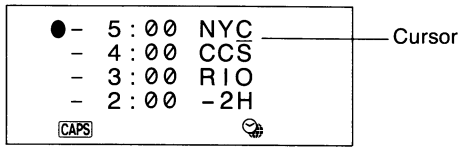
2. Press **FUNC** once to display the first function menu.
3. Press **2** to select ZONE NAME EDIT.




4. Use the △ and ▽ cursor keys to move the ball cursor up and down until it is located to the left of the time zone whose city code you want to edit.

- Holding down either key moves the ball cursor at high speed.
- The display starts to scroll automatically whenever the ball cursor reaches the top or the bottom of the display.

5. Press the ▷ cursor key, and a cursor appears in the city code of the time zone at which the ball cursor is located.




6. Make any changes you want in the city code where the cursor is located.
7. After editing a city code, press **SET** to store it in memory.

## City Code List

| City Code | City Name | Time Difference | Other Cities in Zone |
|---|---|---|---|
| –11 | (GMT – 11) | – 11:00 | Midway |
| HNL | Honolulu | – 10:00 | |
| ANC | Anchorage | – 9:00 | |
| LAX | Los Angeles | – 8:00 | San Francisco, Seattle, Las Vegas |
| DEN | Denver | – 7:00 | El Paso |
| CHI | Chicago | – 6:00 | Dallas, Mexico City, Houston |
| NYC | New York | – 5:00 | Washington D.C., Boston, Montreal |
| CCS | Caracas | – 4:00 | Santiago, Puerto Rico |
| RIO | Rio de Janeiro | – 3:00 | Sao Paulo, Buenos Aires |
| –2H | (GMT – 2) | – 2:00 | Fernando de Noronha |
| –1H | (GMT – 1) | – 1:00 | Azores |
| LON | London | + 0:00 | Greenwich Mean Time, Lisbon |
| PAR | Paris | + 1:00 | Rome, Madrid, Amsterdam |
| CAI | Cairo | + 2:00 | Athens, Helsinki, Beirut |
| JRS | Jerusalem | + 2:00 | Moscow |
| JED | Jeddah | + 3:00 | Kuwait, Baghdad, Nairobi |
| THR | Tehran | + 3:30 | Abadan, Shiraz |
| DXB | Dubai | + 4:00 | Abu Dhabi |
| KBL | Kabul | + 4:30 | |
| KHI | Karachi | + 5:00 | |
| DEL | Delhi | + 5:30 | Bombay, Calcutta, Columbo |
| DAC | Dhaka | + 6:00 | |
| RGN | Yangon | + 6:30 | Cocos |
| BKK | Bangkok | + 7:00 | Jakarta, Hanoi |
| HKG | Hong Kong | + 8:00 | Beijing, Taipei, Singapore, Manila |
| TYO | Tokyo | + 9:00 | Seoul, Pyongyang |
| ADL | Adelaide | + 9:30 | Darwin |
| SYD | Sydney | + 10:00 | Guam |
| NOU | Noumea | + 11:00 | Port vila |
| WLG | Wellington | + 12:00 | Auckland |



# PART 5 Calculator Functions

## Using the Calculator

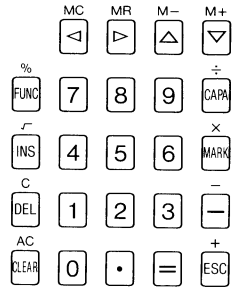
Whenever you enter the Calculator Mode, some of the keys on the SF-5100/SF-5300 keyboard take on calculator functions.

### To enter the Calculator Mode

Press **CAL** to enter the Calculator Mode.

#### *About the Calculator Mode keys....*

The illustration shows the SF-5100/SF-5300 keys that are used in the Calculator Mode.




- **CLEAR** — clears the calculator
- Use the number keys ( **0** through **9** ) to enter values. Press **▪** to input a decimal point.
- Use **MC**, **MR**, **M–**, and **M+** for calculator memory operations.
  **MC** — clears the calculator memory.
  **MR** — recalls the current calculator memory contents.
  **M–** — subtracts the currently displayed value from the current memory contents. You can also press **M–** to execute a calculation, with the result being subtracted from the memory contents.
  **M+** — adds the currently displayed value to the current memory contents. You can also press **M+** to execute a calculation, with the result being added to the memory contents.
- Use **+**, **–**, **×** and **÷** to specify the arithmetic operation that is marked above each key.
- **=** — executes a calculation and displays its result.

- Use **%** for percentage calculations.
- Use $\sqrt{}$ for square root calculations.

## To perform calculations

| | | |
|---|---|---|
| | [AC] | 0. |
| 53+123−63= | 53 [+] 123 [−] 63 [=] | 113. |
| 963×(23−56)= | 23 [−] 56 [×] 963 [=] | −31779. |
| (56×3−89)÷5.2+63= | 56 [×] 3 [−] 89 [÷] 5.2 [+] 63 [=] | 78.19230769 |
| 123456×741852= | 123456 [×] 741852 [=] | E 9.158608051 |
| | [C] | 9.158608051 |
| √3×5= | 3 [√] [×] 5 [=] | 8.660254035 |
| 12+23= | 23 [+] [+] 12 [=] | K+ 35. |
| 45+23= | 45 [=] | K+ 68. |
| 78+23= | 78 [=] | K+ 101. |
| 7−5.6= | 5.6 [−] [−] 7 [=] | K− 1.4 |
| 2−5.6= | 2 [=] | K− −3.6 |
| 2.3×12= | 12 [×] [×] 2.3 [=] | K× 27.6 |
| 4.5×12= | 4.5 [=] | K× 54. |
| 45÷9.6= | 9.6 [÷] [÷] 45 [=] | K÷ 4.6875 |
| 78÷9.6= | 78 [=] | K÷ 8.125 |
| 12% of 1500 | 1500 [×] 12 [%] | 180. |
| Percentage of 660 against 880 | 660 [÷] 880 [%] | 75. |
| 15% add-on of 2500 | 2500 [×] 15 [%] [+] | 2875. |
| 25% discount of 3500 | 3500 [×] 25 [%] [−] | 2625. |
| What will the selling price and profit be when the purchasing price of an item is $480 and the profit rate to the selling price is 25%? | 480 [+] 25 [%] [−] | 640. 160. |
| If you made $80 last week and $100 this week, what is the percent increase? | 100 [−] 80 [%] | 25. |
| 80×9= 720<br>−) 50×6= 300<br>20×3= 60<br>480 | [MC] 80 [×] 9 [M+]<br>50 [×] 6 [M−]<br>20 [×] 3 [M+]<br>[MR] | M 720.<br>M 300.<br>M 60.<br>M 480. |





## To perform constant calculations

[ON]

3 [+] [+] 2

1. Enter the Calculator Mode.
2. Enter the calculation, pressing the arithmetic operator key twice. This will causes the "K" indicator to appear on the display to indicate a constant calculation.
   - You can use this constant calculation technique for addition, subtraction, multiplication, and division.

[=]

3. Press = to display the initial result (in this case, 5).

[=]

4. Press = again to add 3 to the result (in this case, 5 + 3 = 8)
   - You can repeat the above operation as many times as you like. Each time you press =, the previous result obtained is added to, subtracted from, multiplied by, or divided by the value to the left of the arithmetic operator.
   - To clear a constant calculation, press **AC**.

## To correct errors in calculations

If you enter a wrong value, press **C** and then enter the correct value.
If you press the wrong arithmetic operator key ( +, −, ×, ÷ ), simply press the correct key before entering anything else.

### *About calculation errors....*

Whenever an error occurs, the indicator "E" appears on the display.

E
0.

The following conditions all result in errors.

- When the number of digits in the mantissa of an intermediate or a final result exceeds 10 digits.

- When the number of digits in the mantissa of a value stored in memory exceeds 10 digits. In this case, the SF-5100/SF-5300 automatically retains the last value stored that did not exceed 10 digits.
- Division by zero.

## To clear errors

Press **C** to continue with the same calculation. If you want to clear the calculation and start again, press **AC**.





# Performing date calculations

The SF-5100/SF-5300 lets you perform calculations involving dates within the range of January 1, 1901 through December 31, 2099. If you try to use dates outside this range, the "E" indicator appears on the display to indicate an error. Note that you can use constant calculation techniques and calculation memory when performing date calculations.

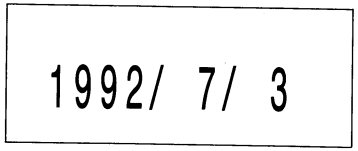
## To calculate the number of days between two dates

[ON/C]

1. Enter the Calculator Mode.

1992 [TIME DATE] 7 [TIME DATE] 3

2. Enter the later date, pressing **DATE/TIME** after the year and month entries.
   - Here, we will calculate the number of days between December 5, 1991 and July 3, 1992.

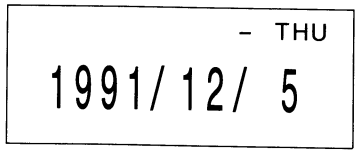



[−]

3. Press − for the subtraction operation.

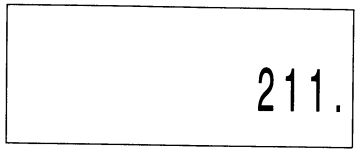
1991 [TIME DATE] 12 [TIME DATE] 5 [TIME DATE]

4. Enter the earlier date, pressing **DATE/TIME** after the year, month, and date entries.




[=]

5. Press = to display the result.



## To calculate the date that is a specific number of days after another date

[CALC]

2010 [TIME DATE] 12

[TIME DATE] 20

1. Enter the Calculator Mode.
2. Enter the date, pressing **DATE/TIME** after the year and month entries.

- Here, we will calculate the date that comes 300 days from December 20, 2010.

[+]

300

[=]

3. Press + for the addition operation.
4. Enter the number of days.
5. Press = to display the result.

SUN

2011/10/16

- Use subtraction instead of addition to calculate a date that is a specific number of days before a date.



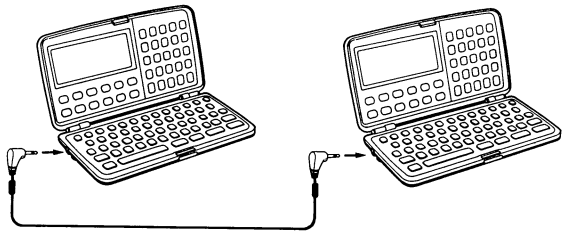
# PART 6 Data Communications

## Setting Up for Data Communications

The following procedures describe what you should do to set up for data communications between two SF Units or between an SF Unit and a personal computer. In addition to hardware connections, it details how to set up the communications parameters and how to set up the SF-5100/SF-5300 to receive data. By following these instructions carefully, you can be ensured of successful communications every time.

### To connect two SF Units

1. Check to make sure that the power of the two SF Units is switched off.
2. Remove the covers from the connectors on the two SF Units.
3. Connect the two SF Units using the optional SB-60 cable. You can also connect them using an SB-61 cable.



**Important!**

- Be sure to replace the connector covers on the SF Units when you are not performing data communications.
- You cannot perform data communications with the CASIO SF-A Series of SF Units (SF-A10, etc.).

### To connect the SF-5100/SF-5300 with a personal computer

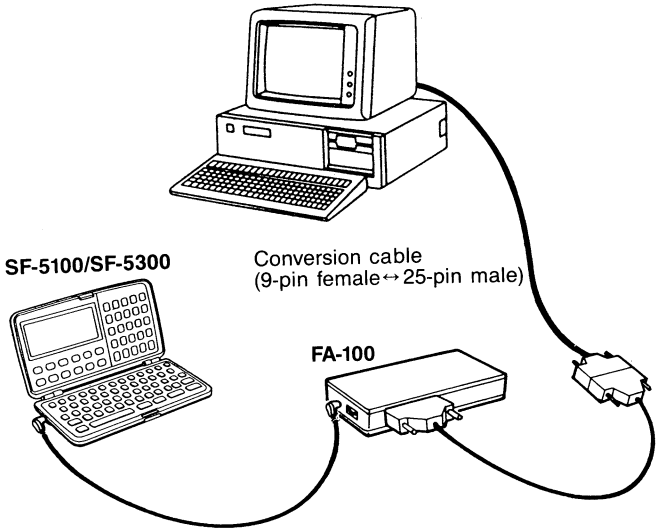
1. Check to make sure that the power of the SF-5100/SF-5300 and the personal computer is switched off.
2. Connect the personal computer to the FA-100 Interface Unit using an RS-232C cross cable.

- If you are connecting to an IBM PC/AT, use a 9-pin cable. For an IBM PC, PC/XT or PS/2, use a 25-pin cable.

3. Remove the covers from the connector on the SF-5100/SF-5300.

- Be careful not to lose the connector cover. You should use it to cover the connector whenever you are not performing data communications.

4. Connect the SF-5100/SF-5300 to the FA-100 Interface Unit using the SB-60 cable. You can also connect them using an SB-61 cable.




5. Switch on the power of the personal computer.
6. Switch on the power of the FA-100 Interface Unit.
7. Switch on the power of the SF-5100/SF-5300.

- After you complete data transfer operations, switch power off in the following sequence: SF-5100/SF-5300, FA-100 Interface Unit, personal computer. Switch all power off before disconnecting the units.





## *About personal computer connections....*

You can perform data communications between your SF-5100/SF-5300 and an IBM PC/AT or PS/2 personal computer after connecting them via the optional FA-100 Interface Unit. The FA-100 comes with the necessary communications software on both 3.5-inch and 5-inch floppy disks.

For data communications between the SF-5100/SF-5300 and an IBM PC or PC/XT, you must purchase separately available software, such as the SFD TOOL-C software. Read the documentation that comes with the software for details on how to use it.

**Important**
SFD TOOL-C software is not available in certain geographic areas. Consult with your CASIO Dealer about the software you should use for data communications.

## Requirements for connection with a personal computer

You require the following software and hardware to perform data communications between the SF-5100/SF-5300 and a personal computer.

## Personal Computer with SFD TOOL software

Model:

Software SFD TOOL

IBM PC/AT with display type EGA monitor + EGA board
Personal System 2 (PS/2) with display type VGA monitor + VGA board

Software SFD TOOL-C

IBM PC, PC/XT or PC/AT — with one of video display adaptors: CGA, EGA, HGC, HGC+ or PGC (PGA)
IBM PS/2 — model 30-286, 50, 50Z, 60, 70-386 or 80-386 with a video display adaptor VGA or 8514/A

**Personal Computer — General**

- RAM: at least 512 kbytes
- Graphic Memory Capacity: at least 256 kbytes (not necessary with SFD TOOL-C)
- Data Communications: RS-232C interface

**RS-232C Cable**

- IBM PC/AT: 25 pins ↔ 9 pins
- IBM PC, PC/XT, PS/2: 25 pins ↔ 25 pins
  To use a 25-pin ↔ 25-pin cable with the PC/AT, you need a 9-pin female ↔ 25-pin male conversion cable.

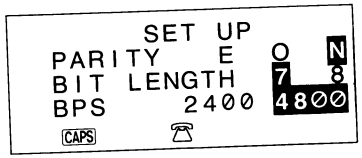
  CASIO brand 25-pin ↔ 25-pin (SB-80) and 9-pin female ↔ 25-pin male (SB-81) cables are optionally available.

## To set the SF-5100/SF-5300 hardware parameters

1. While an initial screen is displayed, press **FUNC** twice to display the second function menu.

- You can perform the above operation while the intial screen of the Telephone Directory, Memo Mode, Schedule Keeper, Calendar, Reminder is displayed.

2. Press **4** to select DATA COMM.
3. Press **3** to select SET UP.




- The highlighted items on the display are the parameters that are currently set.
- The PARITY parameter is flashing because it is *selected*.

4. Use the △ and ▽cursor keys to change the selected parameter on the display.
5. Use the ◁ and ▷ cursor keys to change the highlighted setting of the currently selected parameter.
6. When the parameters are set the way you want them, press **SET** to store them in memory.





### *About communications parameters....*

Communications parameters make it possible for two communicating units to understand each other. The following explanations are provided for your information only. The only thing you need to remember is that the parameters of the send unit and the receive unit must be identical. Otherwise you will not be able to transfer data successfully.

**Parity**
Parity is used for error detection during data exchanges. You can set the SF-5100/SF-5300 parity as even (E), odd (O), or none (N).

**Bit Length**
The bit length parameter states how many bits are to be used for each character. You can set the SF-5100/SF-5300 bit length as 7 bits or 8 bits.

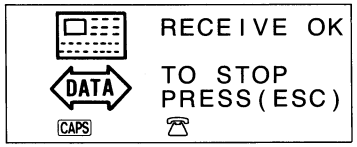
**BPS**
The letters "BPS" stand for "bits per second," and this setting represents the speed at which data is sent. The SF-5100/SF-5300 lets you set a speed of either 2400 or 4800. Whenever you are exchanging data between the SF-5100/SF-5300 and a personal computer, you should always set the BPS value to 2400.

## To set up the SF-5100/SF-5300 to receive data

1. While an initial screen is displayed, press **FUNC** twice to display the second function menu.

- You can perform the above operation while the intial screen of the Telephone Directory, Memo Mode, Schedule Keeper, Calendar, Reminder is displayed.
- If you want the received data to be stored in the secret area, you should also enter the secret area at this point. If you are in the open area on the receiving unit, received data is stored into the open area.

2. Press **4** to select DATA COMM.
3. Press **2** to select RECEIVE.




- This message indicates that the receive unit is standing by for data. Perform the required procedures to start sending data from another SF Unit (see owner's manual for details) or a personal computer (see the FA-100 Interface Unit manual for details).
- To abort the receive operation at any time, press **ESC**.
- This procedure is the same regardless of whether the data is received from another SF Unit or from a personal computer.

4. The display changes to the following once the SF-5100/SF-5300 starts receiving data.

- The number of data items received is counted on the display.
- If an error occurs during the receive operation, the message "RECEIVE ERROR !" appears on the display. Press **ESC** to clear the error message.
- Received data is added to the data already stored in memory. If the memory becomes full during the receive operation, the message "MEMORY FULL!" appears and data transfer stops. Press **ESC** to clear the error message.
- Some SF Units also have a Business Card Library function. The SF-5100/SF-5300 cannot receive data from a Business Card Library.
- The SF-5100/SF-5300 cannot receive Business Card Library data from a personal computer running SFD TOOL, SFD TOOL-B or SFD TOOL-C software.
- The Schedule Keeper of some SF Units is capable of storing multiple-date data items. Whenever you transfer such a data item to the SF-5100/SF-5300, it is automatically converted to a single-date data item. The date used is the one that starts the original multiple-date data item.





# Sending Data

This section tells you how to operate the SF-5100/SF-5300 to send data to another SF Unit or to a personal computer. There are a number of possible procedures you can use, depending on the mode and how many data items you want to send. Note that the following information is for the SF-5100/SF-5300 only. Consult with your owner's manuals for the correct operation of your other SF Unit or personal computer.

### *About data transfer types....*

There are a number of different ways you can transfer data.

- **One Data Item**

This transfer method lets you send a single Telephone Directory, Memo Mode, Reminder Mode or Schedule Keeper item from the SF-5100/SF-5300.

- **Mode Data Items**

This method is used to send all data items stored in the Telephone Directory, Memo Mode, or Reminder Mode from the SF-5100/SF-5300.
With the Schedule Keeper, this procedure can be used to send all the data stored in a specific period (from one date to another).
For the Calendar Mode, this procedure makes it possible to send all the highlight data in a specific period (from one month to another).

- **Month Data**

This method lets you send the highlight data for a specific month.

- **All Data Items**

With this method, you can send all data items stored in the Telephone Directory, Memo Mode, Reminder Mode, Schedule Keeper, and the Calendar from the SF-5100/SF-5300.

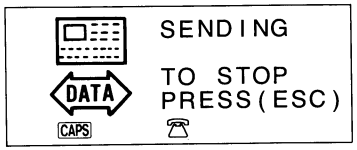
## To send all data items

1. While an initial screen in displayed, press **FUNC** twice to display the second function menu.

- You can perform the above operation while the intial screen of the Telephone Directory, Memo Mode, Schedule Keeper, Calendar, Reminder is displayed.

- Note that this operation sends all open memory area data or all secret memory area data. Make sure you are in the memory area you want (open or secret) before proceeding.

2. Press **4** to select DATA COMM.
3. Press **1** to select SEND.
4. Press **3** to select ALL DATA.
5. Press **SET** to start the send operation or **ESC** to abort the operation without sending anything.




- Data is sent in the sequence: Telephone Directory, Memo Mode, Reminder Mode, Schedule Keeper, Calendar.
- To abort the send operation at any time, press **ESC**.
- If an error occurs during the send operation, the message "SEND ERROR !" appears on the display. Press **ESC** to clear the error message.
- Note that you cannot send Reminder Mode data from the SF-5100/SF-5300 to an SF Unit that does not have a Reminder Mode, or to a personal computer running SFD TOOL, SFD TOOL-B or SFD TOOL-C software.

6. After the send operation is complete, the display returns to the initial screen of the mode you were in when you started this procedure.

## To send one Telephone Directory, Memo Mode, or Reminder Mode item

1. In the Telephone Directory, Memo Mode, or Reminder Mode, press **FUNC** twice to display the second function menu.

- You can perform the following operation while in the open memory area or the secret memory area.

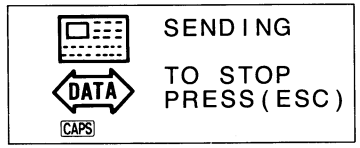
2. Press **4** to select DATA COMM.
3. Press **1** to select SEND.
4. Press **1** to select ONE ITEM.
5. Press △ or ▽ to show an index display of items stored in memory.





- Pressing ▽ starts the index display from the top of the data items, while pressing △ starts from the bottom.
- You could also use initial character search or mode search to locate the data you want to send.

6. Use △ and ▽ to scroll through the index display until the item you want to send is located in the top line.
7. Press **DISP CHNG** to switch to the data display of the selected item.
8. Press **SET** to start the send operation or **ESC** to abort the operation without sending anything.




- To abort the send operation at any time, press **ESC**.
- If an error occurs during the send operation, the message "SEND ERROR !" appears on the display. Press **ESC** to clear the error message.
- Note that you cannot send Reminder Mode data from the SF-5100/SF-5300 to an SF Unit that does not have a Reminder Mode, or to a personal computer.

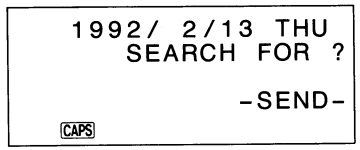
9. After the send operation is complete, the display returns to the initial screen of the mode you were in when you started this procedure.

## To send one Schedule Keeper entry

1. While the initial Schedule Keeper screen is displayed, press **FUNC** twice to display the second function menu.

- You can perform the following operation while in the open memory area or the secret memory area.

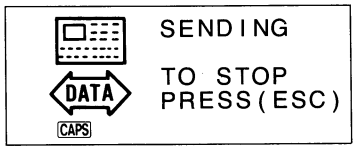
2. Press **4** to select DATA COMM.
3. Press **1** to select SEND.
4. Press **1** to select ONE ITEM.



5. Use index search, initial character search, or mode search to find the Schedule Keeper item you want to send.
6. Use △ and ▽ to move the entry you want to send into the second line of the display.

- You cannot send Reminder Mode data listed under a Schedule Keeper date. Use the procedure on page 106 to send a single Reminder Mode data item.

7. Press **DISP CHNG** to switch to the data display of the selected entry.
8. Press **SET** to start the send operation or **ESC** to abort the operation without sending anything.




- To abort the send operation at any time, press **ESC**.
- If an error occurs during the send operation, the message "SEND ERROR !" appears on the display. Press **ESC** to clear the error message.

9. After the send operation is complete, the display returns to the initial Schedule Keeper screen.

## To send one month of Calendar data (highlights)

1. In the Calendar Mode, press **FUNC** twice to display the second function menu.
2. Press **4** to select DATA COMM.
3. Press **1** to select SEND.
4. Press **1** to select MONTH.

- The calendar for the month that contains the current Home Time date appears on the screen.

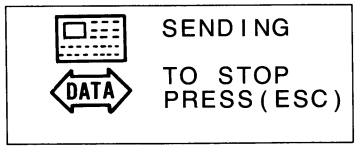
5. Display the calendar whose highlights you want to send.

- You can use any of the procedures described on "To specify a month for display in the Calender mode" and "To specify a month and date for display in the Calendar mode" to display the calendar you want.





6. Press **SET** to start the send operation or **ESC** to abort the operation without sending anything.




- If the corresponding calendar in the receiving unit already contains highlighted dates, the received data is ignored. You have to clear the corresponding data in the receiving unit before it can receive highlight data.
- To abort the send operation at any time, press **ESC**.
- If an error occurs during the send operation, the message "SEND ERROR !" appears on the display. Press **ESC** to clear the error message.

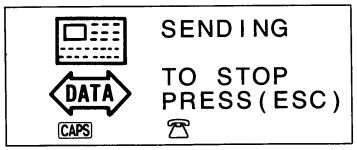
7. After the send operation is complete, the display returns to the calendar display.

## To send all Telephone Directory, Memo Mode, or Reminder Mode data

1. In the Telephone Directory, Memo Mode, or Reminder Mode, press **FUNC** twice to display the second function menu.

- You can perform the following operation while in the open memory area or the secret memory area.

2. Press **4** to select DATA COMM.
3. Press **1** to select SEND.
4. Press **2** to select MODE DATA.
5. Press **SET** to start the send operation or **ESC** to abort the operation without sending anything.




- To abort the send operation at any time, press **ESC**.
- If an error occurs during the send operation, the message "SEND ERROR !" appears on the display. Press **ESC** to clear the error message.

- Note that you cannot send Reminder Mode data from the SF-5100/SF-5300 to an SF Unit that does not have a Reminder Mode, or to a personal computer.

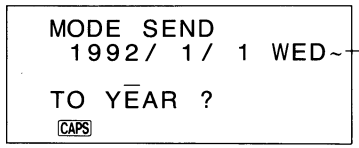
6. After the send operation is complete, the display returns to the initial screen of the mode you were in when you started this procedure.

## To send all Schedule Keeper data in a specific period

1. Select the Schedule Keeper date that starts the period you want to send.
2. Press **FUNC** twice to display the second function menu.

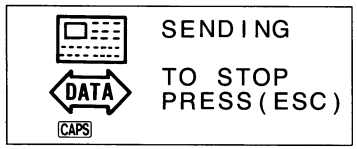
- You can perform the following operation while in the open memory area or the secret memory area.

3. Press **4** to select DATA COMM.
4. Press **1** to select SEND.
5. Press **2** to select MODE DATA.




Date selected in step1, above

6. Enter the year of the date that ends the period of data you want to send and press **DATE/TIME**.
7. Enter the month and press **DATE/TIME**.
8. Enter the date and press **DATE/TIME**.
9. Press **SET** to start the send operation or **ESC** to abort the operation without sending anything.




- To abort the send operation at any time, press **ESC**.
- This operation does not send Reminder Mode data listed under a Schedule Keeper date. Use the procedure on page 109 to send all Reminder Mode data item.



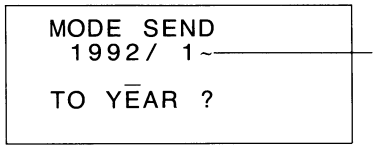


- If an error occurs during the send operation, the message "SEND ERROR !" appears on the display. Press **ESC** to clear the error message.

10. After the send operation is complete, the display returns to the initial Schedule Keeper screen.

## To send all Calendar data in a specific period

1. Select the calendar month that starts the period you want to send.
2. Press **FUNC** twice to display the second function menu.
3. Press **4** to select DATA COMM.
4. Press **1** to select SEND.
5. Press **2** to select MODE DATA.

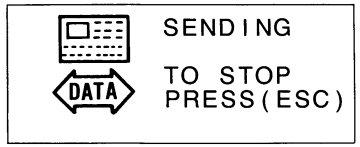



Month selected in step 1, above

6. Enter the year that ends the period of data you want to send and press **DATE/TIME**.
7. Enter the month and press **DATE/TIME**.

- If the month/year you enter comes before the month/year of the calendar you selected in step 1, the starting and ending calendars are switched automatically.

8. Press **SET** to start the send operation or **ESC** to abort the operation without sending anything.




- To abort the send operation at any time, press **ESC**.
- If an error occurs during the send operation, the message "SEND ERROR !" appears on the display. Press **ESC** to clear the error message.

9. After the send operation is complete, the display returns to the calendar selected in step 1 above.

# PART 7 Floppy Disk Storage

## Setting Up for Floppy Disk Operations

To perform floppy disk operations, you have to set up the SF-5100/SF-5300 and the floppy disk drive with the following parameters.

Parity: None (N)
Bit Length: 7 bits (7)
Baud Rate: 4800

See page 102 for full details on how to set the parameters of the SF-5100/SF-5300. You should also refer to the owner's manual of the floppy disk drive for details on how to set the parameters of the dirve. Remember that the parameters of the floppy disk drive and the SF-5100/SF-5300 must be identical or else you will not be able to save and load data successfully.

## Performing Floppy Disk Operations

Before getting into an actual explanation about the type of data you can store on a floppy disk, we would first like to mention a very important rule about using floppy disks: *You cannot use a floppy disk to store data unless the disk is first formatted.*

Since a floppy disk can possibly be used in any one of a number of different drive types, you must first format it to suit the drive you are using. Before you use a floppy disk for the first time, be sure to format it first. Otherwise, you will not be able to store data on it.

**Warning!**
Besides preparing a new disk for data storage, the format procedure also deletes any data that might already be stored on a disk. Make sure that the disk is a new one or that you do not need the data stored on the disk before you start to format it.





### *About disk data types....*

There are two different types of operations you can perform with the floppy disk drive.

- **Mode Data Items**
Mode data item operations affect only the data stored under the mode that you are in when you start them.

- **All Data Items**
All data item operations affect all data stored in the memory of the SF-5100/SF-5300. Note however that open memory area data and secret memory area data are treated separately. This means that if you are in the open memory area when you perform an all data item operation, the operation affects all data in the open memory area only. If you are in the secret memory area, only secret memory area data is affected.

**Warning!**
If during the save operation the power of the floppy disk drive is switched off, if the connection between the SF-5100/SF-5300 and the floppy disk drive is broken during the save operation, or if you run out of storage space on the disk, the file being created on the floppy disk is lost.

## To format a floppy disk

1. While the initial screen in any mode is displayed, press **FUNC** twice to display the second function menu.
2. Press **4** to select DATA COMM.
3. Press **4** to select FDD (floppy disk drive).
4. Press **7** to select FORMAT.

```
FORMAT DELETES
ALL DISK DATA.
OK ?
            SET/ESC
```

5. Press **SET** to proceed with the format operation or **ESC** to abort the operation without formatting anything. The display changes to the following when you press **SET**.

```
PRESS (SET) KEY
TO START
OK ?
          SET/ESC
```

**Warning!**
The next step deletes any data that might already be stored on a disk. Make sure that the disk is a new one or that you do not need the data stored on the disk before you perform the next step.

6. Press **SET** to start the format operation or **ESC** to abort the operation without formatting anything. When you press **SET** or **ESC**, the display returns to the FDD menu.

## To save SF-5100/SF-5300 data to a floppy disk

1. While the initial screen in any mode is displayed, press **FUNC** twice to display the second function menu.

- The above is the second function menu produced in the Calendar Mode. Function menus produced by other modes may differ somewhat.
- If you are accessing the open memory area when you perform the above operation, you will be able to save open memory area data only. If you are accessing the secret memory area, you will be able to save secret memory area data only.

2. Press **4** to select DATA COMM.
3. Press **4** to select FDD (floppy disk drive).
4. Press **1** to select SAVE.
5. Press **2** to specify save of only the data in the mode you were in when you performed step 1, or **3** to specify save of all data in SF-5100/SF-5300 memory.





- Here we will specify ALL DATA.

```
FILENAME ?

        -SAVE(ALL)-
```

6. Enter the name you want to assign to the file where the data is to be saved on the floppy disk, and then press **SET**.
- Here we will name the file "DATAFILE".

```
DATAFILE
PASSWORD ?

        -SAVE(ALL)-
```

7. Enter a password for the file if you want and then press **SET**.
- Here we will register the password "PASS".

```
DATAFILE
PASS
REPLACE ?     Y/N
      -SAVE(ALL)-
```

- This step can be skipped if you do not want to use a password.

8. Press **Y** to instruct the SF-5100/SF-5300 to overwrite any file with the same name as the one you specified in step 6.
- If you press **N** here, an error will occur when you try to save the current file if another file with the same name is already stored on the disk.
- Note that no message appears to tell you if a file with the same name is already stored on the disk.

```
DATAFILE
PASS

SAVE ?     SET/ESC
```

9. Press **SET** to start the file save operation or **ESC** to abort the operation without saving anything.

```
FDD PREPARATION
    READY ?

PRESS      SET/ESC
```

- The above message confirms whether or not the floppy disk drive is connected and ready for operation.

10. Press **SET** to start the file save operation or **ESC** to abort the operation without saving anything.

```
SENDING

TO STOP
PRESS(ESC)
```

- If you selected ALL DATA in step 5 above, all of the data stored in the SF-5100/SF-5300's memory (either open or secret memory area) is saved to the floppy disk under the password you specified. If you selected MODE DATA in step 5, only the data for the mode you were in when you performed step 1 is saved.

11. After the save operation is complete, the display returns to the initial screen of the mode you were in when you started this procedure.





### *About filenames and passwords....*

Filenames can be up to 8 characters long, while passwords can be up to 16 characters long. You can use any characters within a filename or password, except periods, spaces, double quotation marks, slashes, square brackets, colons, vertical bars, pointed brackets, plus symbol, equals symbol, semicolons, and commas.

As the data is stored to the floppy disk, each mode's data is stored in separate files. The filename you specify is assigned to each file, along with the following extensions.

| | |
|---|---|
| Telephone Directory data: | J00 |
| Memo Mode data: | K00 |
| Schedule Keeper data: | L00 |
| Calendar Mode data: | I00 |
| Reminder Mode data: | J10 |

## To load data from a floppy disk to the SF-5100/SF-5300

1. While the initial screen in any mode is displayed, press **FUNC** twice to display the second function menu.

- The above is the second function menu produced in the Calendar Mode. Function menus produced by other modes may differ somewhat.
- If you are accessing the open memory area when you perform the above operation, you will be able to load data to the open memory area only. If you are accessing the secret memory area, you will be able to load data to the secret memory area only.

2. Press **4** to select DATA COMM.
3. Press **4** to select FDD (floppy disk drive).
4. Press **2** to select LOAD.
5. Press **2** to specify load of only the data in the mode you were in when you performed step 1, or **3** to specify load of all data stored under the filename you will specify in the next step.

- Here we will specify MODE DATA.

```
FILENAME ?

      -LOAD(MODE)-
```

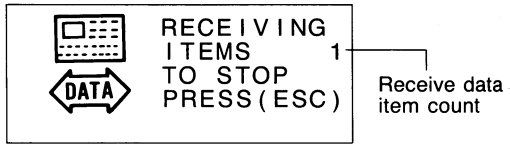
6. Enter the name of the file that holds the data you want to load, and then press **SET**.
- Here we will load the file "DATAFILE".

```
DATAFILE
PASSWORD ?

      -LOAD(MODE)-
```

7. Enter a password if the file you want to load has one, and then press **SET**.
- Here we will register the password "PASS".
- If there is a file with the filename you specify on the disk, but with a different password, an error occurs on the floppy disk drive.
- Skip this step if the file you want to load does not have a password.

```
DATAFILE
PASS

LOAD ?    SET/ESC
```

8. Press **SET** to start the file load operation or **ESC** to abort the operation without loading anything. The display changes to the following once the SF-5100/SF-5300 starts receiving data.








- The number of data items received is counted on the display.
- At this time you should also watch the error indicator on the floppy disk drive to make sure that the drive is operating correctly.
- If you selected ALL DATA in step 5 above, all of the data stored on the floppy disk under the filename you specified is loaded into SF-5100/SF-5300 memory. If you selected MODE DATA in step 5, only the data for the mode you were in when you performed step 1 is loaded.
- To interrupt the load operation at any time, press **ESC**.

9. After the load operation is complete, the display returns to the initial screen of the mode you were in when you started this procedure.

## To delete a file from a floppy disk

1. While the initial screen in any mode is displayed, press **FUNC** twice to display the second function menu.
2. Press **4** to select DATA COMM.
3. Press **4** to select FDD (floppy disk drive).
4. Press **3** to select DEL.
5. Press **2** to specify deletion of only the data in the mode you were in when you performed step 1, or **3** to specify deletion of all data stored under the filename you will specify in the next step.
- Here we will specify ALL DATA.

6. Enter the name of the file that holds the data you want to delete, and then press **SET**.
- Here we will delete the file "DATAFILE".
- Note that you do not have to input a file's password in order to delete it.

7. Press **SET** to start the file delete operation or **ESC** to abort the operation without deleting anything.
- At this time you should also watch the error indicator on the floppy disk drive to make sure that the drive is operating correctly.
- If you selected ALL DATA in step 5 above, all of the data stored on the floppy disk under the filename you specified is deleted. If you selected MODE DATA in step 5, only the data for the mode you were in when you performed step 1 is deleted.

8. After the delete operation is complete, the display returns to the FDD menu.

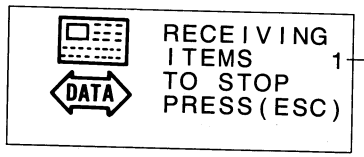
## To create a directory of files on a floppy disk

1. While the initial screen in any mode is displayed, press **FUNC** twice to display the second function menu.
2. Press **4** to select DATA COMM.
3. Press **4** to select FDD (floppy disk drive).
4. Press **4** to select DIR.
5. Press **2** to specify a directory of only the data in the mode you were in when you performed step 1, or **3** to specify a directory of all data.

- Here we will specify ALL DATA.

```
ALL FILE
DIRECTORY OK ?
              SET/ESC
```

6. Press **SET** to load a directory of all filenames stored on the floppy disk into the Memo Mode of the SF-5100/SF-5300. To abort the operation without loading anything, press **ESC**. The display changes to the following once the SF-5100/SF-5300 starts receiving data.




Receive data item count

- The number of data items received is counted on the display.
- At this time you should also watch the error indicator on the floppy disk drive to make sure that the drive is operating correctly.
- If you selected ALL DATA in step 5 above, the filenames of all files stored on the floppy disk is loaded into SF-5100/SF-5300 memory. If you selected MODE DATA in step 5, only the names of the files for the mode you were in when you performed step 1 are loaded.
- To interrupt the load operation at any time, press **ESC**.





7. After the load operation is complete, the display changes to the initial screen of the Memo Mode. The file data that was just loaded is stored in a Memo Mode item named "***FILES***".
8. Press ▽ to display an index display of Memo Mode item names.
9. Use △ and ▽ to move the "***FILES***" Memo Mode item into the top line of the index display.
10. Press **DISP CHNG** to switch to the data display of the "***FILES***" item.

```
***FILES***
CAPACITY
     1123456Bytes
DATAFILE
```

Remaining capacity of disk

11. Use △ and ▽ to scroll through the data display.

```
CAPACITY
     1234567Bytes
DATAFILE
          1234Bytes
```

Size of file named DATAFILE

## To compare the contents of two files

1. While the initial screen in any mode is displayed, press **FUNC** twice to display the second function menu.

- If you are accessing the open memory area when you perform the above operation, you will be able to compare a file in the open memory area only. If you are accessing the secret memory area, you will be able to compare a file in the secret memory area only.

2. Press **4** to select DATA COMM.
3. Press **4** to select FDD (floppy disk drive).
4. Press **5** to select COMPARE.

5. Press **2** to compare SF-5100/SF-5300 data in the mode you were in when you performed step 1 with the corresponding mode data on the floppy disk. Press **3** to compare all data stored in the SF-5100/SF-5300's memory with the corresponding data on the floppy disk.

- Here we will specify ALL DATA.

```
FILENAME ?

  -COMPARE(ALL)-
```

6. Enter the name of the floppy disk file that holds the data you want to compare, and then press **SET**.

- Here we will compare the SF-5100/SF-5300 memory data with the contents of file "DATAFILE".
- Note that you do not have to input a file's password in order to compare it with SF-5100/SF-5300 data.

```
DATAFILE

COMPARE? SET/ESC
```

7. Press **SET** to continue with the compare operation or **ESC** to abort the operation without comparing anything. The display changes to the following once the SF-5100/SF-5300 starts comparing data.

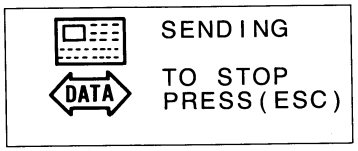
```
FDD PREPARATION
    READY ?

PRESS    SET/ESC
```

- The above message confirms whether or not the floppy disk drive is connected and ready for operation.





8. Press **SET** to start the file compare operation or **ESC** to abort the operation without comparing anything.




- At this time you should also watch the error indicator on the floppy disk drive to make sure that it is operating correctly.
- To interrupt the compare operation at any time, press **ESC**.

9. If the compare operation finds out that the contents of the SF-5100/SF-5300's memory are identical to those of the file specified by the filename, the display returns to the initial screen of the mode you were in when you started this procedure. If a difference is detected, an error occurs on the disk drive.

## To change the name of a floppy disk file

1. While the initial screen in any mode is displayed, press **FUNC** twice to display the second function menu.
2. Press **4** to select DATA COMM.
3. Press **4** to select FDD (floppy disk drive).
4. Press **6** to select RENAME.
5. Press **2** to rename a file that contains data for the mode you were in when you performed step 1, or **3** to rename all data stored under the filename you will specify in the next step.

- Here we will specify MODE DATA.

```
FILENAME ? (OLD)

  -RENAME(MODE)-
```

6. Enter the current filename and then press **SET**.

- Here we will rename the file "DATAFILE".

```
DATAFILE
FILENAME ? (NEW)

  -RENAME(MODE)-
```

- Note that you do not have to input the file's password.

7. Enter the filename you want to change to and press **SET**.

- Here we will change the filename to "DATA1".

```
DATAFILE
DATA1

RENAME ? SET/ESC
```

8. Press **SET** to start the rename operation or **ESC** to abort the operation without renaming anything. The display changes to the following while the SF-5100/SF-5300 is renaming the file.

- At this time you should also watch the error indicator on the floppy disk drive to make sure that it is operating correctly.

9. After the operation is complete, the display returns to the FDD menu.



# PART 8 Technical Reference

## Keys

| Key Cap | Name | Function |
|---|---|---|
| | Calendar key | Press this key to enter the Calendar Mode. |
| | Calculator Mode key | Press this key to enter the Calculator Mode. |
| CAPA | Capacity key | Press this key to display the current status of the memory. |
| CAPS | Caps key | Press this key shift-lock the keyboard between upper-case and lower-case characters. |
| TIME DATE | Date/Time key | Press this key to enter values that represent hours, minutes, years, months, or dates. |
| DEL | Delete key | Press this key to delete the character at the current cursor position. Holding down this key deletes characters at high speed. |
| DISP CHNG | Display Change key | Press this key to switch between the index display format and the data display format. |
| ESC | Escape key | Press this key to interrupt any operation. |
| FUNC | Function key | Press this key to display function menus. |
| | Home Time key | Press this key to display the current Home Time. |
| INS | Insert key | Press this key to open a space at the current cursor position. Holding down this key inserts spaces at high speed. |
| MARK | Mark key | Press this key to mark/unmark protect data. |

| Key Cap | Name | Function |
|---|---|---|
| | Secret Key | Use this key to register a password, to access the secret memory area, and to exit the secret memory area. |
| | Memo Mode key | Press this key to enter the Memo Mode. |
| NEXT | Next key | Press this key to complete entry of data for an entry and to advance to the next entry for input. |
| OFF | Off key | Press this key to switch power off. |
| ON | Power On key | Press the key to switch power on. |
| CLEAR | Clear key | Press this key to clear the display. |
| | Reminder Mode key | Press this key to enter the Reminder Mode. |
| | Schedule Mode key | Press this key to enter the Schedule Keeper. |
| SEARCH | Search key | Press this key to start a search for data stored in memory. |
| SET | Set key | Press this key to store input data into memory. |
| SHIFT | Shift key | Press this key to temporarily shift the keyboard for one character. |
| SPACE | Space key | Press this key to input a space. |
| CODE | Code key | Press this key to enter characters marked in blue on the keyboard. |
| | Telephone Directory key | Press this key to enter the Telephone Directory. |
| | World Time key | Press this key to display the World Time. |
| ▷ | Cursor Right key | Press this key to move the cursor to the right. |





| Key Cap | Name | Function |
|---|---|---|
| ◁ | Cursor Left key | Press this key to move the cursor to the left. |
| △ | Cursor Up key | Press this key to move the cursor up, or to scroll the display. |
| ▽ | Cursor Down key | Press this key to move the cursor down, or to scroll the display. |
| ↵ | Newline key | Press this key to create a new line within a data entry. |
| A ~ Z | Letter keys | Press these keys to enter the corresponding letter. Use the **CAPS** and **SHIFT** keys to switch between upper-case and lower-case letters. You can also use the **CODE** key (alone and in combination with **SHIFT**) to input letters with tildes, umlauts, and accents. |
| 1 ~ 0 | Numeric keys | Press these keys to enter the corresponding number. Following **SHIFT**, these keys are also used for input of certain symbols and punctuation marks. |

## Storage Capacity

The 64K byte memory capacity (32K bytes for SF-5100) includes a 61622-byte user area (28854 bytes for SF-5100). The following shows examples of what this means for the storage of data in each mode.

### Telephone Directory

Approximately 2930 (1370 for SF-5100), under the following conditions:

8-character name
10-character telephone number

Approximately 1460 (680 for SF-5100), under the following conditions:

8-character name
10-character telephone number
20-character address

### Memo

Approximately 2800 (1310 for SF-5100), 20-character memos.

### Schedule Keeper

Approximately 1920 (900 for SF-5100), under the following conditions:

1 item per day, 20 characters per item
30 days per month
Starting time specified, alarm time set

Approximately 2200 (1030 for SF-5100), under the following conditions:

1 item per day, 20 characters per item
30 days per month
Starting time specified, no alarm time

### Reminder

Approximately 3620 (1690 for SF-5100), under the following conditions:

1 item per year, 10 characters per item
30 days per month, alarm time set

Approximately 4100 (1920 for SF-5100), under the following conditions:

1 item per year, 10 characters per item
30 days per month, no alarm time





## Auto Sort Sequence

Telephone Directory data items are automatically sorted in alphabetical order according to the first letter in the NAME entry. The following table shows the sequence used for data sorts.

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | § | 31 | = | 61 | [ | 91 | { | 121 | â | 151 | ij |
| 2 | (space) | 32 | > | 62 | \ | 92 | ¦ | 122 | ê | 152 | æ |
| 3 | ! | 33 | ? | 63 | ] | 93 | } | 123 | î | 153 | ç |
| 4 | ” | 34 | @ | 64 | ^ | 94 | ~ | 124 | ô | 154 | å |
| 5 | # | 35 | A | 65 | a | 95 | Á | 125 | û | 155 | ϕ |
| 6 | $ | 36 | B | 66 | b | 96 | É | 126 | ¿ | 156 | £ |
| 7 | % | 37 | C | 67 | c | 97 | Í | 127 | Ä | 157 | ¥ |
| 8 | & | 38 | D | 68 | d | 98 | Ó | 128 | Ë | 158 | Ω |
| 9 | ’ | 39 | E | 69 | e | 99 | Ú | 129 | Ï | 159 | a |
| 10 | ( | 40 | F | 70 | f | 100 | À | 130 | Ö | 160 | o |
| 11 | ) | 41 | G | 71 | g | 101 | È | 131 | Ü | 161 | × |
| 12 | * | 42 | H | 72 | h | 102 | Ì | 132 | Ã | 162 | ÷ |
| 13 | + | 43 | I | 73 | i | 103 | Ò | 133 | Õ | 163 | ± |
| 14 | , | 44 | J | 74 | j | 104 | Ù | 134 | Ñ | 164 | ° |
| 15 | − | 45 | K | 75 | k | 105 | Â | 135 | IJ | 165 | 2 |
| 16 | . | 46 | L | 76 | l | 106 | Ê | 136 | Æ | 166 | 3 |
| 17 | / | 47 | M | 77 | m | 107 | Î | 137 | Ç | 167 | μ |
| 18 | 0 | 48 | N | 78 | n | 108 | Ô | 138 | Å | 168 | 1/2 |
| 19 | 1 | 49 | O | 79 | o | 109 | Û | 139 | Φ | 169 | 1/4 |
| 20 | 2 | 50 | P | 80 | p | 110 | ¡ | 140 | β | 170 | 3/4 |
| 21 | 3 | 51 | Q | 81 | q | 111 | á | 141 | ¶ | 171 | ƒ |
| 22 | 4 | 52 | R | 82 | r | 112 | é | 142 | ¢ | 172 | \| |
| 23 | 5 | 53 | S | 83 | s | 113 | í | 143 | ä | 173 | Fr |
| 24 | 6 | 54 | T | 84 | t | 114 | ó | 144 | ë | 174 | ← |
| 25 | 7 | 55 | U | 85 | u | 115 | ú | 145 | ï | 175 | → |
| 26 | 8 | 56 | V | 86 | v | 116 | à | 146 | ö | 176 | √ |
| 27 | 9 | 57 | W | 87 | w | 117 | è | 147 | ü | | |
| 28 | : | 58 | X | 88 | x | 118 | ì | 148 | ã | | |
| 29 | ; | 59 | Y | 89 | y | 119 | ò | 149 | õ | | |
| 30 | < | 60 | Z | 90 | z | 120 | ù | 150 | ñ | | |

## Filename and password characters

The following table shows the characters that can be used in filenames and passwords. Characters that are shaded in the table cannot be used.

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | § | 31 | = | 61 | [ | 91 | { | 121 | á | 151 | ¡ |
| 2 | (space) | 32 | > | 62 | \ | 92 | : | 122 | é | 152 | æ |
| 3 | ! | 33 | ? | 63 | ] | 93 | } | 123 | í | 153 | Ç |
| 4 | " | 34 | @ | 64 | ^ | 94 | ~ | 124 | ó | 154 | Ä |
| 5 | # | 35 | A | 65 | a | 95 | Ä | 125 | ú | 155 | ø |
| 6 | $ | 36 | B | 66 | b | 96 | É | 126 | ¿ | 156 | £ |
| 7 | % | 37 | C | 67 | c | 97 | Í | 127 | Ä | 157 | ¥ |
| 8 | & | 38 | D | 68 | d | 98 | Ó | 128 | É | 158 | ß |
| 9 | ' | 39 | E | 69 | e | 99 | Ú | 129 | Í | 159 | a |
| 10 | ( | 40 | F | 70 | f | 100 | Á | 130 | Ó | 160 | o |
| 11 | ) | 41 | G | 71 | g | 101 | É | 131 | Ú | 161 | x |
| 12 | * | 42 | H | 72 | h | 102 | Í | 132 | Á | 162 | ÷ |
| 13 | + | 43 | I | 73 | i | 103 | Ó | 133 | Ö | 163 | ± |
| 14 | , | 44 | J | 74 | j | 104 | Ú | 134 | Ñ | 164 | ° |
| 15 | – | 45 | K | 75 | k | 105 | Á | 135 | Ü | 165 | ² |
| 16 | . | 46 | L | 76 | l | 106 | É | 136 | Æ | 166 | ³ |
| 17 | / | 47 | M | 77 | m | 107 | Í | 137 | Ç | 167 | ¥ |
| 18 | 0 | 48 | N | 78 | n | 108 | Ó | 138 | Å | 168 | ¿ |
| 19 | 1 | 49 | O | 79 | o | 109 | Ú | 139 | ê | 169 | ¼ |
| 20 | 2 | 50 | P | 80 | p | 110 | ï | 140 | ñ | 170 | ¾ |
| 21 | 3 | 51 | Q | 81 | q | 111 | á | 141 | ¶ | 171 | ∫ |
| 22 | 4 | 52 | R | 82 | r | 112 | é | 142 | ç | 172 | ! |
| 23 | 5 | 53 | S | 83 | s | 113 | í | 143 | å | 173 | Fr |
| 24 | 6 | 54 | T | 84 | t | 114 | ó | 144 | ß | 174 | ← |
| 25 | 7 | 55 | U | 85 | u | 115 | ú | 145 | ï | 175 | → |
| 26 | 8 | 56 | V | 86 | v | 116 | ñ | 146 | ò | 176 | √ |
| 27 | 9 | 57 | W | 87 | w | 117 | ñ | 147 | ù | | |
| 28 | : | 58 | X | 88 | x | 118 | ï | 148 | ñ | | |
| 29 | ; | 59 | Y | 89 | y | 119 | ò | 149 | ò | | |
| 30 | < | 60 | Z | 90 | z | 120 | ù | 150 | ñ | | |



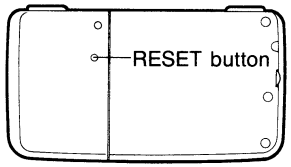


## Resetting the SF-5100/SF-5300's Memory

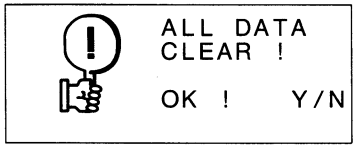
**Warning !**

*The following procedure erases all data stored in the memory of the SF-5100/SF-5300, including mark protected data. Perform the following operation only when you want to delete all data and initialize the settings of the SF-5100/SF-5300.*
*Remember — you should always keep copies of important data by writing it down, by transferring it to a personal computer or other SF Unit, or by saving it to a floppy disk using an optional floppy disk drive.*

### To reset the SF-5100/SF-5300's memory




1. Press the **RESET** button.




**Warning !**
The next step deletes all data stored in the SF-5100/SF-5300's memory. Make sure that you really want to delete the data before you continue!

2. Press **Y** to reset the memory and delete all data or **N** to abort the reset operation without deleting anything.

Following the reset operation described above, the Home Time display appears and the SF-5100/SF-5300 settings are initialized as noted below.

| | |
|---|---|
| Home Time: | London (LON) |
| | 1992/1/1 WED |
| | 12:00 AM |
| | 12-hour format |
| World Time: | New York (NYC) |
| Daily Alarm: | 12:00 PM |
| Sound: | Schedule alarm → ON |
| | Reminder alarm → ON |
| | Daily alarm → OFF |
| | Key → ON |
| Character input: | CAPS |





# Error Table

| Message | Meaning | Action |
|---|---|---|
| NO DATA! | Search operation attempted when no data is stored in memory. | Current search operation cannot be performed. |
| NOT FOUND! | Data specified in search operation does not exist in memory. | Change specification or cancel search. |
| MEMORY FULL! | No more room in memory for storage of data. | Delete unnecessary data items from memory. |
| ALARM TIME ALREADY USED! | Attempt to set a Schedule Keeper alarm time that is already used for another entry. | Set a different alarm time or change the existing alarm time to another one. |
| ALARM TIME ALREADY PASSED! | Attempt to set a Schedule Keeper alarm time for a time/date that is already passed. | Set a different alarm time (for a future time/date). |
| SECRET DATA! | Alarm for a secret memory area data item is sounding. | Enter the secret memory area to veiw details of the alarm. |
| PASSWORD MISMATCH! | Attempt to enter the secret memory area using a password that does not match the one preset for the secret area. | Use the correct password. |
| SEND ERROR! STOPPED!<br><br>RECEIVE ERROR! | Error during data communications. | Cancel the data communications operation and try again. |
| CHECK TIME SETTING! | Battery replacement can cause timekeeping errors. | Check the Home Time setting and correct it if necessary. |
| DATA ERROR! CONSULT THE OWNER'S MANUAL! | Data corrupted by strong impact, electrostatic charge, etc. | See page 11 of this manual. |

# Specifications

## Model: SF-5100/SF-5300

## Data storage:

Storage and recall of telephone, memo, schedule, reminder data; calendar display; mark protection; secret area; editing; memory status display

## Clock:

Worldtime; reminder alarm; schedule alarm; daily alarm; accuracy under normal temperatures: ±3 seconds average

## Calculation:

10-digit arithmetic calculations; arithemetic constants (+, −, ×, ÷); independent memory; percentages; square roots; 20-digit approximations; date calculations; other mixed calculations

## General:

**Display element:** 16-column × 4-line LCD
**Memory capacity:** SF-5100: 32KB (28854 bytes)
SF-5300: 64KB (61622 bytes)
**Main component:** LSI
**Power supply:** 3 lithium batteries (CR2032)
**Power consumption:** 0.05W
**Battery life:** Approximately 200 hours continuous operation in Telephone Directory; approximately 150 hours repeating one minute of input and 10 minutes of display in Telephone Directory; approximately 12 months for memory back up
Test condition: 20°C
**Auto power off:** Approximately 6 minutes after last key operation
**Operating temperature:** 0°C ~ 40°C (32°F ~ 104°F)
**Dimensions:**
Unfolded: 9.25H × 136W × 148D mm ($^{3}/_{8}$″H × $5^{3}/_{8}$″W × $5^{13}/_{16}$″D)
Folded: 17.7H × 136W × 74D mm ($^{11}/_{16}$″H × $5^{3}/_{8}$″W × $2^{15}/_{16}$″D)
**Weight:** 130g (4.6 oz)



# FRANÇAIS

- CASIO COMPUTER CO., LTD. n'assume aucune responsabilité pour tout dégât ou perte résultant de l'utilisation de ce manuel.
- CASIO COMPUTER CO., LTD. n'assume aucune responsabilité pour toute perte ou réclamation en provenance d'un tiers qui pourrait s'élever à la suite de l'utilisation de l'unité SF.
- CASIO COMPUTER CO., LTD. n'assume aucune responsabilité pour tout dégât ou perte provoqué par l'effacement de données à la suite d'un mauvais fonctionnement, de réparations ou du changement des piles. Faire toujours des copies de toutes les données importantes sur d'autres supports pour se protéger contre de telles pertes de données.

*IBM PC, PC/XT, PC/AT, PS/2 sont des marques déposées de International Business Machines Corporation.*